



Program Support Assistant (Part-Time)

Minnesota Institute for Talented Youth is seeking a part-time (20 hours per week) assistant to support its academic enrichment programs. MITY's mission is to inspire and challenge intellectually curious students to pursue their passions within a diverse, inclusive community and empower them by building skills and relationships for lifelong success. MITY runs three 3-week sessions of its Saturday morning elementary program during the school year and two 2-week sessions of both its middle school and high school programs during the summer. MITY serves over 800 students annually.

The Program Support Assistant, working under the direction of the Executive Director and Program Administrator, will assist with purchasing, organizing and transporting supplies, preparing program materials, providing on-site support, updating databases, communicating with families and staff both in person and via email, ordering buses for field trips, updating MITY chromebooks, and other duties as assigned. Applicants should have strong interpersonal and organizational skills, be a self starter and team player, and be able to work both on-site and remotely.

The Ideal Candidate For This Position Will Have The Following:

- Ability to work independently and as part of a team
- Effective written and verbal communication skills with diverse populations
- Excellent organization and time management skills
- Be dependable and detail oriented
- Experience with Google Suite, database management
- Two or more years of experience in a similar position
- Experience in education and/or non-profit organizations
- Ability to work Saturdays when program is in session
- Pleasant, approachable personality

Time Commitment: 20 hours per week

Anticipated Start Date: January 2, 2024

Compensation: \$20 per hour. Staff receive a 50% tuition discount on all MITY programs. This is a non-benefited position.

To apply, send a resume and cover letter to info@mity.org. Questions should be directed to Erica Brewinski at (651) 243-2221. The Program Support Assistant must be able to walk and stand for extended periods and lift up to 30 pounds. Applications will be reviewed on December 1, 2023.

MITY is an equal opportunity employer. Qualified applicants will receive consideration without regard to their race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.