



Job Title: Education Assistant

Hours: 15 – 20 hours/week

Location: work-from-home option available; occasional work in office required

Reports to: Executive Director

Salary and Benefits: \$23.50/hour; IRA retirement plan with generous employer matching contribution; generous vacation and health leave benefits. 5% salary differential for Spanish language proficiency.

Covid Requirements: All Guardian Partners employees must show proof of completed Covid vaccine schedule (or legitimate exemption) and comply with masking and other prevailing health mandates.

Signing Bonus: \$600 signing bonus payable upon completion of hiring paperwork. Contingent on one-year commitment of employment.

The Education program is a critical part of Guardian Partners' work protecting people with cognitive impairment and preventing abuse. Participants are mandated by the Court system to attend our classes upon appointment as a guardian, conservator, personal representative or trustee. The goal is to help non-professional fiduciaries understand their responsibilities in caring for a vulnerable person. The Education Assistant is responsible for administrative tasks related to our online education program.

ESSENTIAL TASKS

Monitor Program Support and Development:

- Generate Certificates of Completion for course participants.
- File certificates with the online Court system and send copies to participants.
- Process course assessments and record data.
- Assist registrants without internet access.
- Process DHS invoicing for course participants.
- Assist with process to qualify for Continuing Legal Education (CLE) and Continuing Education Unit (CEU) credits.
- Identify new audiences and market courses for CLE/CEU credits.
- Back-up Education Coordinator, especially registration assistance for mandated course participants.
- Ensure the program is operating with best practices and Guardian Partners' Statement of Values in mind.

Guardian Partners Program Support:

- Work closely with Executive Director and community stakeholders to grow our programs with focus on efficiency and quality of service.
- Provide occasional support of fundraising efforts and special events.
- Attend and support two annual events: Partners Party and Summer Barbeque.
- Back-up program staff colleagues.
- Additional tasks as assigned.

CORE COMPETENCIES

- Superior communication skills
- Comfort handling diverse inquiries and working with a higher-needs clientele
- Basic computer, IT skills (Microsoft Office Suite)
- High-level organization skills
- Experience with data entry, database management and reporting
- Attention to detail and accuracy
- Strong research skills
- Resourceful, positive attitude in problem-solving, balanced with judgment on when to escalate difficult situations
- Comfort collaborating as part of a small team
- Follow-through and follow-up on tasks, keeping relevant people informed
- Sensitivity and compassion in working with people from diverse backgrounds

TO APPLY:

Send to Executive Director Marc Kochanski at marc@guardian-partners.org:

- Résumé
- Brief cover letter highlighting your experience and interest in this position

Open until filled. Apply by Tuesday, November 30, 2021 for best consideration.

Guardian Partners is an Equal Employment Opportunity Employer. People of color, LGBTQ individuals and people living with disabilities are strongly encouraged to apply.