

Program Assistant (Part-Time)

Organization: Dress for Success Greater Philadelphia (DFS GP)

Locations: Center City Boutique (1500 Walnut St.), Parkway Central/Northeast Regional locations of the Free Library of Philadelphia, and Spring Garden Storage (40 Spring Garden St.)

Position Type: Part-Time (18 Hours/Week | 3 Days/Week)

Compensation: \$20.00 / hour

Shift Hours: Flexible shifts during operating hours 10:00 AM – 6:00 PM on Wednesday, Thursday, and Friday

Supervisor: Senior Program Manager

Role Overview

Dress for Success Greater Philadelphia is seeking a compassionate, reliable, and organized **Program Assistant** to support client styling services, offsite library programming, storage inventory coordination, and administrative data entry.

Operating **Wednesdays, Thursdays, and Fridays**, this role ensures that every woman served experiences dignity, encouragement, and seamless service delivery across all locations.

Key Responsibilities

Client Services & Peak Hour Styling (Wednesdays & Fridays)

- Welcome clients, facilitate intake interviews, pre-select apparel, and provide personalized styling during appointment shifts.
- Provide active floor coverage and client assistance.
- Maintain boutique visual presentation, straightening displays and clearing dressing rooms immediately following client appointments.

Program & Storage Operations (Thursdays)

- Library Programming Weeks: Assist with offsite resume review sessions at Parkway Central Library (BRIC) or Northeast Regional Library (NER), managing client sign-in sheets, intake forms, and workshop setup.
- Storage Facility Weeks: Lead inventory sorting, donation processing, and stock packing at the Spring Garden storage location to prepare items for boutique transfer.

Administrative & CRM Compliance

- Enter physical and digital client intake forms into the CRM database.
- Check and respond to general organizational emails, phone inquiries, and volunteer confirmations.
- Support reporting and tracking of volunteer engagement and program activity.
- Other duties as assigned.

Qualifications

- 1+ years of experience in customer service, nonprofit operations, community outreach, or retail.
- Strong interpersonal skills with a heart for empowering women from marginalized backgrounds.
- Proficiency with Google Workspace (Gmail, Sheets, Docs) and basic CRM database entry.
- Excellent punctuality, organizational habits, and communication skills.
- Ability to lift and move clothing boxes and racks up to 30 lbs.
- Spanish language proficiency is a plus, but not required.
- An active driver's license and access to an automobile is a plus, but not required.

How to Apply

Dress for Success Greater Philadelphia strongly encourages applications from members of marginalized communities and former DFSGP clients. Please email your resume and one professional reference to greaterphiladelphia@dressforsuccess.org using the subject line "Program Assistant Application."