



Center for Youth Citizenship

"Preparing Today's Youth for Tomorrow's Responsibilities!"

(located off of HWY 50, Bradshaw exit)
10170 Missile Way
Mather, CA 95655
FAX : (916) 228-2493
EMAIL: rsato@scoe.net

PROGRAM ASSISTANT POSITION

This non-profit corporation serves schools and the community educating youth on civic responsibility, local government and conflict resolution skills along with service-learning programs.

FULL TIME POSITION: 40 hours per week

WORK HOURS: The Center is open Monday through Friday between 8:30 a.m. and 5:00 p.m.

SALARY RANGE: \$28,080 - \$34,000/yr. (beginning salary depending upon experience)

PLEASE FAX/E-MAIL RESUME AND COVER LETTER TO THE ABOVE NUMBER TO APPLY

Principal duties include:

- ◆ Schedule coordination and notification for program meetings, workshops, and special events;
- ◆ Assist with development and maintenance of program master calendar;
- ◆ Assist with planning and coordination of meals for meetings/workshops;
- ◆ Assist with planning and conducting conferences;
- ◆ Answer the telephone, greet visitors, and respond to inquiries based on knowledge of program policies and procedures;
- ◆ Word processing and duplication of correspondence, memoranda, reports, forms, and various curriculum materials;
- ◆ Establish and maintain a program filing system and an adequate supply of program materials; and
- ◆ Maintain the assigned data collection activities following Center overall guidelines.

Other duties may include:

- ◆ Assisting with preparation of program newsletters, brochures and publications; and
- ◆ Assisting with maintenance of Center and program databases.

Skills Required:

Knowledge of office practice and procedures, correct English usage, spelling, punctuation, grammar and composition; computers; Access and Word software; and effective planning skills. The ability to convey complex ideas both orally and in writing; compose routine correspondence; meet the public and answer the phone; perform research and compile information from a variety of sources; set up and maintain filing systems; maintain confidentiality; work accurately under pressure; and proof read complex material.

Education/Experience:

High school diploma or GED.
Bachelors Degree preferred.

Experience and/or education that demonstrate the skills needed to perform above duties.