

Program Assistant for Family Advocacy Program

Communities In Schools Chatham County needs a compassionate and highly organized program assistant to join our team. The successful candidate will assist the Family Advocate with program management, communications, scheduling, data collection, and direct services provided for youth and their families referred by the Division of Juvenile Justice. The program assistant provides clerical and direct service support to the Family Advocacy program. We're looking for someone with a flexible schedule who can be available for nights and weekends as needed.

Qualifications

Must be Bi-lingual in Spanish and English

Demonstrates excellent interpersonal skills.

- Exhibits ability to multitask on a regular basis.
- Pays close attention to detail.
- Is proficient in the use of Microsoft programs such as Word, Excel, and Power Point.
- Exhibits friendly and professional demeanor.
- Works well with a range of different individuals.
- Is capable of multitasking efficiently on a regular basis.
- Exhibits strong organizational skills.
- Communicates clearly, politely, and effectively.
- Demonstrates excellent time-management skills.

Education and Experience

- High school diploma or GED is required.
- An Associate's Degree in Human Services or a related field is preferred.

Reports To: Family Advocate and Executive Director

Status: Non-Exempt/Full Time - 32 hours/week, Benefits

Rate of Pay: \$14.50/hr.

Interested candidates should submit a **resume and cover letter** detailing why the candidate is qualified for the position. Submissions should be made via email to **CISCC@cischatham.org** by **January 31, 2020**.

We are an equal employment opportunity employer and do not discriminate against any person because of race, color, creed, religion, sex, national origin, gender, gender identity, sexual orientation, disability, age, genetic information, or any other characteristic protected by law (referred to as "protected status"). This nondiscrimination policy extends to all terms, conditions and privileges of employment as well as the use of all company facilities, participation in all company-sponsored activities, and all employment actions such as promotions, compensation, benefits and termination of employment.

