



Posted: April 18, 2017
Open Until Filled

POSITION: SUMMER LUNCH PROGRAM ASSISTANT II (LIMITED TERM)
BILINGUAL ENGLISH/SPANISH PREFERRED

PROGRAM: LA MANZANA COMMUNITY RESOURCES
A PROGRAM OF COMMUNITY BRIDGES

POSITION DESCRIPTION:

Under the supervision of the Program Manager, performs a variety of responsible program support functions for the Summer Lunch Program of La Manzana Community Resources.

DUTIES & RESPONSIBILITIES:

1. Assists in the coordination of Summer Lunch Program throughout the county, maintaining sponsor and site contacts, records, and correspondence.
2. Actively participates with the Summer Lunch Program outreach throughout the county.
3. Maintains nutrition program materials, including storage, inventory, ordering and distribution including delivery to partners.
4. Maintains a variety of records, which may require making mathematical and statistical calculations.
5. Maintains and regularly updates media contacts and creates and sends PSA's and media advisories as outreach for the nutrition programs.
6. Files materials according to an established filing system; retrieves files and creates new files as required. Maintains required documentation for evaluative data.
7. Uses a variety of office equipment, including copier, fax, printer, and computers.
8. Develops and maintains effective and positive working relationships with other staff members, representatives of community agencies and the public.
9. Communicates effectively and respectfully with people from different racial, ethnic and cultural groups and from different backgrounds and lifestyles; demonstrates knowledge of and sensitivity to their needs.
10. Other duties as assigned.

Job descriptions are intended to be illustrative only; they are not designed to be restrictive or to define each and every assigned duty and responsibility. In an organization of this nature, each employee is expected to perform such duties as necessary to fulfill the stated goals of the agency.

JOB STANDARDS:***Skill in:***

- maintaining accurate records, compiling data and preparing reports according to an established format, including Excel and on-line database systems;
- filing accurately and making accurate math and statistical calculations;
- preparing quality written communications and outreach/educational materials such as fliers, brochures, press releases, etc.;
- working cooperatively and effectively with LMCR staff and other agency personnel, community organizations and the public;
- attending to a variety of office support details and assigned tasks;
- using standard office equipment, including PC systems;
- providing written and verbal translations in English and Spanish;
- organizing and maintaining warehouse materials and inventories.

MINIMUM QUALIFICATIONS:

- Bilingual English/Spanish preferred.
- Computer literate, with proficiency in Excel database systems.
- Must have a valid California driver's license, have access to drive a motor vehicle incidental to the performance of the work, and be insured.
- Must qualify to be insured with the agency vehicle insurance carrier.
- Must be able to lift and carry up to 50 pounds.
- Must be willing to work occasional evening and weekend hours.
- Must pass a criminal background check and maintain a clean record.

RATE OF PAY AND HOURS:

- This is a limited-term, non-exempt, 15 hour/week position through the end of spring. The hours will increase to 30 hours/week once summer begins.
- Hours will typically be Monday-Friday, with occasional evening and weekend hours required.
- The entry salary for this position is \$13.39/hour (plus a \$0.40 per hour bilingual differential after passing a test administered by the Human Resources Department).

UNION:

The Summer Lunch Program Assistant II position is represented by the SEIU bargaining unit.

BENEFITS:

- Paid holidays and sick leave, pro-rated.
- Paid lunch if applicable.

TO APPLY:

- Please submit your Community Bridges application by email (hr@cbridges.org), fax (831-688-8302), or in person.
- Resumes can be submitted but will not be accepted in lieu of an employment application.
- The Community Bridges general application may be downloaded at:
<http://www.communitybridges.org/employment/>
- If applicable, please submit any college transcripts, licenses, and/or certificates as an attachment to your application.

COMMUNITY BRIDGES IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants shall not be discriminated against because of age, ancestry, color, religious creed, denial of Family and Medical Care Leave, disability (mental and physical), marital, familial or parental status, medical condition, genetic information, military and Veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, and gender expression, political affiliation or sexual orientation.