



COMMUNITY BRIDGES
PUNTES DE LA COMUNIDAD

Posted: March 21, 2023

Open Until Filled

\$1,000 HIRING BONUS

(After completion of 6-month probationary period)

POSITION: PROGRAM ASSISTANT III
(BILINGUAL REQUIRED/BILITERATE PREFERRED)

PROGRAM: EARLY EDUCATION DIVISON (EED)
A PROGRAM OF COMMUNITY BRIDGES

POSITION DESCRIPTION:

Under supervision by the program director, the program assistant III performs a variety of program support functions, including assisting with program planning and daily operations and performing associated administrative tasks.

DUTIES & RESPONSIBILITIES:

- Receives and screens telephone calls, providing information as necessary or directing the caller to the proper person.
- Performs a variety of program operations support functions, including assisting and coordinating arrival and departure of participants, attending to participants throughout the day as necessary, and conducting program outreach.
- Maintains a variety of records that may require making simple arithmetic calculations.
- Assists to prepare a variety of periodic and special reports, which may require gathering data from several sources, compiling such data, and arranging it into an established format.
- Performs a variety of general office support activities, such as maintaining files and preparing correspondence, reports, forms, schedules, agendas, minutes, and a variety of other materials from rough drafts or brief notes.
- Opens and routes incoming correspondence; processes out-going mail as required.
- Uses a variety of standard office equipment.

- Develops and maintains effective working relationships with other staff members, representatives of community agencies and the public.
- Communicates effectively and respectfully with people from different racial, ethnic and cultural groups and from different backgrounds and lifestyles; demonstrates a knowledge of and sensitivity to their needs.
- Performs 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.

MINIMUM QUALIFICATIONS:

Required:

- Experience using standard computer programs such as Microsoft Word and Excel, Google suite, etc.
- Cultural competency and ability to communicate clearly and succinctly in English, orally and in writing
- Ability to communicate orally in Spanish
- Experience in and ability to independently organize and manage work to complete assignments accurately and on deadline
- Ability to provide excellent customer service
- Interpersonal skills to work collaboratively and effectively with people from diverse backgrounds
- Ability to make accurate arithmetic calculations

Preferred:

- Knowledge of standard office practice and procedures, including answering the telephone, record keeping, and the use of standard office equipment.
- Ability to communicate in written Spanish

OTHER REQUIREMENTS:

- Must possess a valid CA Driver's License, have access to drive a motor vehicle, and be insured.
- Must pass a criminal background check and maintain a clean record.

LICENSING REQUIREMENTS

- Must be fingerprinted and/or cleared with the Department of Social Services Community Care Licensing. This includes FBI, DOJ and Child Abuse Index.

- Must provide proof of current immunization records to include DTAP, MMR, and COVID-19, including a COVID-19 booster when eligible, prior to beginning employment; influenza vaccine or declination form must be submitted annually.
- Must undergo Health Screening and TB test within 7 days of employment.
- Must provide valid CPR certification and Pediatric First Aid training certificate or be willing to obtain both within 30 days of employment.
- Must participate in a Community Care Licensing online Mandated Reporter Training.

We screen all applicants, require background checks on final candidates consistent with funding regulation requirements and are a Drug-Free Work Place. Candidates are encouraged to apply even if they are not sure that they meet the minimum qualifications. Relevant experience, knowledge, and skills may be obtained through a wide variety of traditional and non-traditional means.

UNION:

The program assistant III position is represented by the SEIU bargaining unit.

RATE OF PAY AND HOURS:

- This is a regular, non-exempt, 40 hr/wk position.
- The starting rate of pay is \$18.69/hr, depending on education and experience (plus a \$.40/.10 per hour bilingual/biliterate differential after passing a test administered by the HR Department).
- Regular onsite attendance is required.

BENEFITS:

- For employee: shared cost medical, dental, vision, life insurance and Employee Assistance Program. This benefit package is valued at \$9,766.92/year
- First year: 16 vacation days and 11 holidays, with accrual based on 40 hr/wk.
- Sick leave: Eight hours/month, with accrual based on 40 hr/wk.
- May be eligible to earn up to 4 Wellness Floaters per year after satisfying all eligibility requirements.
- 401(k) Retirement Plan: Agency matches employee contribution up to 5% of annual salary, effective during open enrollment period.
- Flexible Spending Account (FSA).
- Dependent Care Reimbursement Program.
- Paid lunch.

TO APPLY:

- Please submit your Community Bridges application by email (recruitments@cbridges.org), fax (831-688-8302), or in person. If you have any questions, please call 831-688-8840, Ext. 200.
- Resumes can be submitted but will not be accepted in lieu of an employment application.
- The application may be downloaded at: <https://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.