



JOB ANNOUNCEMENT

JOB TITLE:	Program Assistant
PROGRAM:	Rainier Beach Family Center
SUPERVISED BY:	Rainier Beach Family Center Program Manager
EMPLOYMENT STATUS:	Full-time, regular, non-exempt
SALARY:	\$2434.66 per month

BASIC RESPONSIBILITIES:

Under the supervision of the Rainier Beach Family Center Program Manager, the Program Assistant will provide program support and administrative assistance for the ASC Programs at the assigned site. This position will provide reception, information, consultation and assistance, and crisis intervention for ASC youth & families. S/he will identify resources for families and for program within the agency and outside and will act as liaison with families, partners and collaborators and participate in networking activities. In addition, he/she will help create a warm, friendly and inviting atmosphere for programming at ASC site/s.

GENERAL EXPECTATIONS:

- Model and comply with the values and policies of Atlantic Street Center.
- Work as part of the Youth and Family Leadership Development, Rainier Beach Family Center, site teams and agency teams as appropriate.
- Abide by the agency's confidentiality policies.

SPECIFIC DUTIES:

1. Provide reception: greet participants and visitors and direct or refer to appropriate area. Provide information or referrals to participants, callers and visitors as needed.
2. Provide program support for Program Manager.
3. Assist with program development and outreach efforts and serve as liaison to partner providers as needed or directed.
4. Provide individual support to families as needed; provide information, consultation, referral and advocacy.
5. Support/guide record-keeping processes for all participants, including registration, attendance, drop-in logs, program logs, participant surveys & assessments, program evaluation and reports.
6. Establish copy and distribute calendars, newsletters and flyers.
7. Ensure preparation for program activities, which may include: develop program flyers & calendars; setting up meeting rooms; buying and preparing refreshments; providing program/building coverage and coordinating clean-up following activities.
8. Enter data for reports into databases and ensure that forms are filed and stored when completed.
9. Provide back-up support to Receptionist/Administrative Assistant/Office Assistant as needed.
10. Submit timely and accurate program reports on a monthly, quarterly and annual basis.
11. Assist in the developing and monitoring of all program related forms and materials.
12. Assist with the coordination, training and oversight of volunteers.
13. Assist with the planning, organizing and implementation of special events.
14. Assist individual & family participants to access needed services/resources referring in-house (within ASC) and outside. Provide follow-up as appropriate.
15. Participate in required agency and team meetings as well as any other relevant meetings as requested by Program Manager.
16. Maintain and further develop collaborative relationships with parents, communities, partner agencies and programs serving target population of the site and the agency.
17. Provide interpretation/translation services as needed.
18. Perform other related duties as assigned by Program Manager or any other manager on the Management Team.

MINIMUM QUALIFICATIONS:

EDUCATION: High School Diploma or GED required. Two years of college with studies in a related field (social work, psychology, education). Bachelors' Degree or Associate's Degree plus five years relevant work experience preferred.

EXPERIENCE: Advanced working knowledge of Microsoft Office software, Outlook and database management is required. Three years paid or volunteer experience working in a social service non profit agency servicing ethnic minority youth and families is required.

SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES FOR POSITION:

A strong commitment to supporting the family unit with a holistic approach; demonstrated volunteer and/or work history in providing support and services to families; knowledge of issues facing youth and families; ability to develop youth/parent and family appropriate programs and activities; excellent written and oral communication skills; ability to maintain effective relationships with co-workers, clients, parents, community representatives, and the general public; ability to work independently and as part of a team; ability to work in a multi-cultural/multi-ethnic work environment.

- Knowledge of issues facing youth and families.
- Strong teamwork/team building skills.
- Strong organizational skills.
- Effective written and oral communication skills.
- Ability to develop youth/parent and family appropriate programs and activities.
- Ability to think creatively.
- Ability to build and maintain trust.
- Ability to work independently and as part of a team.
- Ability to establish and maintain effective relationships with participants, community representatives, collaborators, volunteers, and the general public
- Knowledge of and ability to promote all ASC programs and services.
- Strong knowledge of Family Centers and family support principles and the needs and challenges of the population served.
- Flexibility and ability to complete multiple tasks on time and effectively.
- Ability to prioritize work assignments in an effective and efficient manner.
- Ability to work effectively both independently and as part of a team.
- A professional manner and customer service attitude for interaction with partners, donors, Board members, and volunteers.
- Ability to work in a multi-cultural/multi-ethnic environment.
- Ability to work effectively during times of stress and temporary increase in workload.

WORKING CONDITIONS:

- Position requires driving whenever necessary to meet all client/participant needs.
- A valid Washington State Driver's License is required. Must be able to obtain approval from ASC's insurance to drive agency van, or provide your own vehicle and car insurance.
- Driving time should not exceed 10-20% of work week.

TO APPLY: Qualified candidates should submit a resume and cover letter that clearly states how you meet or exceed the minimum qualifications.

Submit materials by mail, fax, or e-mail to:
Atlantic Street Center Human Resources Dept.
2103 South Atlantic Street
Seattle, WA 98144
Fax (206) 329-2171
jobs@atlanticstreet.org

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