

JOB DESCRIPTION

Job Title: *Special Projects Assistant - After School Programs (2537)*

Job Summary:

The job of Special Projects Assistant - After School Programs was established for the purpose/s of assisting CHOICES After School Programs with ensuring that specialized tasks and program projects are completed, processes for organization and monitoring of daily program-related tasks are maintained, workshops and trainings are organized, data is collected for program evaluation, and effective communication and collaboration with project participants and programs as well as other staff is provided to complete assigned tasks or projects that directly support after school programs.

Essential Functions:

- ▶ Answers/Greets visitors, co-workers, outside agents, clients, and community members for the purpose of furnishing information and making referrals to proper sources that would support the work of maintaining quality after school programs.
- ▶ Assists CHOICES After School Programs for the purpose of disseminating information to programs/project participants that support facilitation of the program/project.
- ▶ Assists in gathering, organizing and processing data for the purpose of compiling reports and facilitating project growth.
- ▶ Assists with the research of after school program frameworks and statutes for the purpose of providing program support compliant with statutory and program guidelines.
- ▶ Communicates with the CHOICES After School Program Coordinator, program staff and project participants for the purpose of ensuring project objectives and requirements are met.
- ▶ Communicates with various program stakeholders and organizations for the purpose of maintaining clear communication and for keeping current on project changes and needs.
- ▶ Composes correspondence for the purpose of disseminating confidential letters, memoranda and reports in a timely manner to appropriate parties/participants.
- ▶ Coordinates scheduling of meetings and makes necessary arrangements for the purpose of facilitating in-house project meetings as well as off-site commitments.
- ▶ Creates/Disseminates reports, brochures, certificates, and fliers for the purpose of ensuring that information is readily available and given to programs and/or project participants in a timely manner.
- ▶ Enters program data for the purpose of ensuring the completion of required forms and reports necessary for maintaining program quality and operation effectiveness.
- ▶ Maintains accurate records for the purpose of ensuring that documentation is organized and available.
- ▶ Maintains schedules of project appointments, meetings, trainings and workshops for the purpose of keeping program and project participants informed and ensuring maximum usage of resources to programs.
- ▶ Performs other duties as assigned for the purpose of facilitating the needs of the job.
- ▶ Provides administrative support for the purpose of ensuring that specialized tasks and projects are completed in a timely manner.

Skills, Knowledge and/or Abilities Required:

- ▶ **Skills to:**
 - research the Education Code;
 - operate standard office equipment including a computer and software programs, copier, telephone, scanner, fax, etc.;
 - type at a speed of 50 net words per minute;
 - give presentations to groups of various sizes and backgrounds;
- ▶ **Knowledge of:**
 - Tulare County Office of Education policies and procedures;
 - ASES regulations and guidelines;
 - correct English grammar, spelling and punctuation;
 - modern office methods, practices and procedures;
 - word processing software, Excel, and Adobe Photoshop software;
- ▶ **Ability to:**
 - communicate effectively with others, orally, and in writing;
 - collaborate effectively with parent groups;
 - establish effective working relationships with program staff and the public;
 - coordinate meetings and organize projects;
 - give attention to detail;
 - organize and process records;
 - operate standard office equipment.

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

Experience Required:

- ▶ Job-related experience with increasing levels of responsibility is preferred.
- ▶ Three years of experience working with After School Education and Safety (ASES) funded programs is preferred.

Education Required:

- ▶ High school diploma or the equivalent.
- ▶ AA/AS degree is preferred.

Other Special Requirements:

- ▶ Bilingual (Spanish) is desirable.
- ▶ Willingness to work a flexible schedule including evenings and weekends if needed.
- ▶ Must be able to travel throughout the county using own vehicle.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- ▶ Department of Justice and FBI Fingerprint Response.
- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ Typing certificate verifying 50 net words per minute.

FLSA Status: Non-Exempt

May 2013

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.