

**Program Administrative
Assistant
Job Description**



Job title: Program Assistant	Reports to: Program Coordinator
Program: Financial & Housing Stability	Work Location: Rutherford Office
Position Status - Full-time FLSA Classification - Non-Exempt	Salary Range - \$24.30/hour

The Program Assistant will assist the department by providing administrative, clerical, project, and planning support. An ideal candidate for this position will have great attention to detail, be highly organized, skilled at multi-tasking, and possess strong interpersonal skills.

Essential Duties and Responsibilities:

- Complete administrative duties to support the team in completing program tasks efficiently.
- Carry out routine clerical tasks such as data entry, establishing and maintaining records, filing, and copying.
- Open and date-stamp incoming mail; sort and route mail; pick up and prepare outgoing mail.
- Provide backup support to Family Eldercare reception desk to greet clients at the office and receive and triage incoming calls.
- Work collaboratively with team to enhance services.
- Perform additional tasks or special projects as assigned by supervisor.
- Correspond with management regarding goals and objectives of programs.

Education and/or Work Experience Requirements:

- Minimum of high school diploma and some college; or equivalent combination of education and experience.
- Prior experience working as a program assistant in a relevant field preferred.
- Reliable transportation and active auto insurance.
- Clear multi-state criminal history and motor vehicle driving record.
- Preferred bilingual proficiency (English & Spanish).
- Valid Texas Driver's License.

Working Conditions/Physical Requirements:

- Work occurs in an office setting.
- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards.
- Must be able to lift, carry, push, pull up to 20 lbs.

Competencies:

- Ability to organize work efficiently and prioritize response to changing needs of the program.
- Exceptional time management and organizational skills.
- Strong ability to multitask.
- Proficient in the use of Microsoft programs such as Word, Excel, and Power Point.
- Demonstrates familiarity with basic office equipment such as fax and copy machines and multi-line phone systems.
- Ability to develop and maintain supportive working relationships with coworkers.
- Ability to cultivate and sustain professional boundaries with clients and coworkers.
- Ability to clearly communicate in person, electronically, and by telephone.
- Ability to produce quality work, adhere to contract requirements, and work independently with minimum supervision.

Acknowledgement and Review:

By signing this job description, I acknowledge that I meet the qualifications, and am able to perform all job functions, duties, and responsibilities ☐ with or ☐ without reasonable accommodations. I further understand that I am responsible for promptly and effectively communicating in writing to the Company any need for accommodation. I acknowledge that I have read, understand, and may receive a copy of this Job Description. I further understand that Family Eldercare reserves the right to modify any Company policies, procedures, and processes based on organizational needs.

Print Employee Name:

Employee signature:

Date: