
EMPLOYMENT OPPORTUNITY

PROGRAM ASSISTANT

(Full-Time At-Will with Benefits Position)

This position is funded by American Recovery and Reinvestment Act

THE SALARY: \$16.67 hourly, \$2,889 monthly, \$34,674 annually

THE BENEFITS: The Community Action Partnership of San Bernardino County (CAPSBC) a private, non-profit public benefit corporation offers a range of benefit programs for employees and their eligible dependents. This includes medical and dental plans which are 100% employer paid for employees; group life insurance coverage which is employer paid and provides an insurance benefit of two (2) times the annual salary up to \$200,000 plus AD&D coverage, voluntary supplemental life insurance coverage for interested employees; vision contact lens benefits every two (2) years subject to required employee co-pays, vacation is earned at a rate of 20 days per year (6.15 hours per pay period) for full-time employees and is available for use upon completion of a six month evaluative period; fourteen (14) paid holidays; sick leave is earned at a rate of 3.69 hours per pay period for full-time employees; 403b retirement program which CAPSBC contributes 6% of employee's gross salary and employees may contribute up to the specified Internal Revenue Service requirements; Social Security is paid by CAPSBC for employees, as well as Medicare.

STANDARD WORK

SCHEDULE AND HOURS: Position is assigned to a 9/80 work schedule Monday – Thursday 7:30 a.m. to 5:30 p.m., Friday 8:00 a.m. to 5:00 p.m. with every other Friday off and is classified as non-exempt for overtime purposes consistent with the Fair Labor Standards Act.

THE POSITION: Community Action Partnership of San Bernardino County (CAPSBC) is seeking a qualified and highly motivated individual to assist the Program Manager in a variety of administrative duties and serve as a liaison between outside organizations. The incumbent must be able to work overtime and travel throughout the county as required.

EXAMPLES OF DUTIES: Under supervision, the incumbent shall perform such duties as: Assist the Program Manager with the operation of the program; serve as liaison between outside organizations; assist with conducting site evaluations, agency contracts and new United States Department of Agriculture (USDA) and donated food orientations; answer program questions from potential donors, clients and American Recovery and Reinvestment Act (ARRA) monitors/evaluators; assist with program reports and program data base, placing volunteers at food distribution networks sites and the warehouse facility, and the Holiday Food Basket Program; investigate complaints and resolve disputes between agencies and/or volunteers; prepare program correspondence to acknowledge donations of food or funds; collect hunger and poverty data for grant applications and reports; attend meetings and maintain partnerships with community organizations and businesses; perform other related duties as required.

MINIMUM QUALIFICATIONS: Education / Experience: **Education:** Applicants must have education equivalent to graduation from high school and be able to read, write and speak English at a level appropriate to the position. In addition, they must have one (1) year of Para professional, technical or administrative experience handling a Social Service program. Knowledge/Abilities/Skills: Good Knowledge of: Effective communication and public relations techniques; principles of good organization and management; monitoring techniques for contractual compliance; principles of time management and customer service techniques. **Ability to:** Analyze and interpret contract language; review and evaluate program effectiveness; prepare verbal and written reports, memorandums and letters; perform mathematical computations of average difficulty; safely operate agency /personal vehicles for official business purposes; work effectively with persons from varied social, economic and cultural back grounds. **Skills:** Proficiently operate standard office equipment, including various computer hardware and software applications (i.e., Microsoft Office Word, Excel, Windows Outlook email, Powerpoint) and use the internet to conduct business related research.

DESIRABLE QUALIFICATIONS: Bilingual English/ Spanish speaking ability is desired.

SPECIAL REQUIREMENTS: Applicants must possess/maintain a valid California Driver License, be insurable and have/maintain a good driving record throughout the course of employment. In addition, applicants must have access to a dependable vehicle and maintain state mandated personal automobile insurance coverage throughout course of employment. Applicants must submit a copy of their Department of Motor Vehicles (DMV) Driving Report (dated within previous 90 calendar days), and proof of current personal automobile insurance with completed application. Employees receive reimbursement per mile for use of his/her personal vehicle for business purposes (excluding driving from home and to work) based on the approved IRS mileage rate.

SELECTION PROCESS: Following an administrative review of each application, only the most qualified applicants will be invited to an oral interview. After the hiring interviews have been completed, a background check (including verification of criminal records, education, employment and social security) will be conducted on the candidate(s) being considered for employment. Once the background check(s) have been completed and reviewed, a conditional offer of employment will be made to the recommended applicant for hire. The conditional offer is contingent on the applicant passing a pre-employment physical examination only to include urine drug testing and TB screening. The recommended applicant shall submit original documentation to establish both work authorization and identity (per the Immigration Reform and Control Act of 1986). An offer of conditional employment will be withdrawn upon failure to pass the physical examination. As a condition of employment, the recommended applicant must be able to participate in the agency's payroll direct deposit program or the offer of conditional employment will be withdrawn. In order to participate in the program, the recommended applicant must currently have / or be able to obtain (prior to hire date) a checking or savings account.

APPLICATION: Submit a completed CAPSBC Application form to the Operations Division, 696 S. Tippecanoe Avenue, San Bernardino, CA 92415-0610. If you change your address or phone number after filing an application, please notify CAPSBC Operations Division immediately. Resumes will **not** be accepted as a substitute for completion of the work history portion of the application. The information you provide will be used to verify and evaluate your qualifications. Failure to fully

complete the application and/or provide information on it that clearly demonstrates possession of the position requirements will result in no further consideration.

CAPSBC is an EQUAL OPPORTUNITY/ADA COMPLIANT EMPLOYER. For further information regarding this position, please contact the Operations Division at (909) 723-1531.

CLOSING DATE: Continuous – until a sufficient pool of qualified applicants are identified or until the position is filled, then the recruitment will be closed.

PUBLICATION DATE: 11/05/2009

Community Action Partnership of San Bernardino County (CAPSBC)

Employment Information

Employment Procedures

CAPSBC job openings, announcements are displayed in program / division offices and sent to various employment and community organizations. Advertisements are also placed in the San Bernardino Sun and other newspapers and the CAPSBC website. **Applications are accepted on a continuous filing basis.** Persons desiring to compete for a position must file an application. It is to the advantage of the applicant to ensure that each question on the application is completed fully. Resumes may be attached; however, **all education, experience, and background related to the position applied for must be written on the application** rather than simply stating “see resume.”

Each application undergoes a comprehensive evaluation of education, experience, and related background. CAPSBC reserves the right to rate applicants based on a review of the application materials and to invite the most qualified applicants to participate in successive parts of the selection process. CAPSBC conducts interviews with the finalists, and the appointing authority makes the final selection. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. “At-Will” employment can be terminated at any time with or without cause by the agency or the employee.

For current employment openings and information, call the CAPSBC Operations Division at (909) 723-1531, 8:00-5:00 p.m., Monday to Friday excluding holidays, or go to: www.capsbc.org.

Pay and Benefits

A salary range, designed to keep CAPSBC very competitive, exists for each position. Appointments are made within the hiring range (with most employees starting at the beginning of the range) and include a six-month evaluative period.