



## **Temporary Assistant** To Early Childhood Development and Mental Health/Substance Abuse Programs

### **Job Description**

- Job Title:** Program Assistant (non-exempt)
- Summary:** Assistants perform a variety of duties to maintain smooth internal operations that assist Managers and Program Officers with activities related to grantee projects, stakeholder communications, public meetings, and other Commission business. In addition, this position has primary responsibility for administrative and program support for two program staff implementing programs focused on families with children age 0 to 5.
- This position is a temporary position with the possibility of permanency in the future.
- Reports to:** Two Program Officers. The Early Childhood Development Program Officer and the Mental Health/Substance Abuse Program Officer
- Standard Functions and Responsibilities:** The duties outlined below are also expected to be carried out by all Assistants. These duties are important for the effective operations of the organization.
- Provide administrative support to Program Officers, Managers and other staff in the development of materials and activities focused on carrying out the Commission's programs
  - Arrange events, program meetings, community meetings and trainings including securing event location, food, childcare, and preparation of meeting materials, as well as delivery of meeting materials – some offsite meeting attendance required
  - Take meeting minutes and assist in the development of meeting agendas
  - Assist in the preparation of reports
  - Handle special requests for information and materials as needed
  - Perform general clerical duties such as filing, faxing, copying and mailing materials as needed
  - Participate, as a staff team member, in other Commission activities and projects as needed
  - Ability to work in a fast-paced, challenging environment
  - Ability to work independently and as part of a team
  - Must be a self-starter and a quick learner

**Special Functions and Responsibilities:**

The duties outlined below are considered to be the most significant responsibilities of an Assistant, those which are essential for effective performance in this position.

- Develop and maintain systems to monitor and/or track work assignments and progress within program areas
- Develop forms, flyers, and brochures
- Support program staff in meeting First 5 departmental requirements in the areas of Finance, Contracts, and Administration
- Coordinate conference registration for staff and contractors
- Develop flyers, agendas and other materials
- Communicate with contractors, community partners, and stakeholders; answer questions and make phone calls as needed
- Create and/or update databases of community partners and/or participants
- Maintain an organized filing system of participant, activity and event records
- Prepare documents for printing and distribution.
- Some evening and weekend hours required

**Minimum Education and Experience Requirements:**

The education and work experience requirements listed below are considered the minimum requirements for employment in this position.

- Associates Degree or equivalent and three years experience with progressive responsibility **OR**
- Bachelors Degree and year experience in a similar position

**Minimum Skill Requirements:**

The skill requirements listed below are considered the minimum requirements for employment in this position.

- Strong organization and time management skills, with the ability to prioritize a demanding workload with great attention to detail and follow through
- Self starter, ability to work independently and as a part of a team with diverse populations and groups
- Strong knowledge of MS Office applications including Word, Excel, PowerPoint, Outlook, including sophisticated knowledge of the Internet. Experience with Publisher or other desktop publishing programs.
- Strong verbal and written communication skills
- Valid California driver's license

**Preferred Skill**

The skill listed below is preferred but not required for employment in this position.

- Bi-lingual in Spanish, both written and verbal
- Database management skills with the ability to produce reports and to use advanced functions.

**Special Requirements for Position:**

In addition to the education, experience and skill requirements listed above, the following special skills or abilities are required for this position.

- Ability to multi-task, prioritize, and work effectively supporting two Program Officers

**Salary/Benefits** Starting salary range is \$31,000 to \$38,000, commensurate with experience. First 5 Contra Costa offers limited benefits for temporary employees.

**About First 5 Contra Costa** First 5 Contra Costa Children & Families Commission was established in 1999 with a purpose of supporting local programs and services designed to help children 0-5 reach their greatest potential in school and life through the development of a seamless, comprehensive system of information and services. Our mission is to help children grow up healthy, ready to learn, and supported in safe, nurturing families and communities.

**How to Apply** Please submit a resume and cover letter, and include three reasons this position is of interest to you.

Submissions received by May 5, 2008 will be given primary consideration; however this position will remain open until filled.

Send to:

First 5 Contra Costa  
ECD/MH-SA Assistant Position  
1485 Enea Court, Suite 1200, Concord, Ca 94520

Electronic resumes and cover letters should include MH-SA Assistant in the subject line and be directed to [MHSAAssistant@firstfivecc.org](mailto:MHSAAssistant@firstfivecc.org)

First 5 Contra Costa is an Equal Opportunity Employer