

## **Position**

Title: Program Assistant

Reports to: Program Manager

## **Job Summary**

Yonkers Community Action Program, Inc. is seeking a skilled team member for the position of *Program Assistant*. The ideal candidate will have strong communication skills, the ability to prioritize and handle multiple tasks. This position will serve to assist the *Program Manager* address root causes of poverty for low-income households especially in regards to employment, education, income management, housing, nutrition, emergency services and health.

## **Summary of essential job functions**

### **Core Responsibilities**

- Provide support in a timely and accurate manner to ensure smooth agency and program operations, including but not limited to calendaring, correspondence, maintenance of agency digital and hard copy filing systems, data entry, and record keeping.
- Engage in agency program initiatives to strengthen the community
- Assist with data management system (CAP60)
- Manage and maintain general account/finance functions

### **Associated Tasks**

- Assist in the preparation of program reports and claims, including data entry
- Provide support in the delivery of agency programs, including some client service requests
- Foster relationships with staff, partners and outside agencies to increase future partnerships with YCAP
- Frequent regional daytime travel in the service area.
- There are no supervisory duties with this position.
- Any other duties assigned and deemed necessary for the effective and efficient operation of the agency

### **Minimum requirements**

- High school diploma or GED; some college preferred
- 2 years work experience in an administrative office setting
- Strong computer skills in Microsoft Office applications and willingness to learn and build proficiency in software applications utilized in agency data management
- Must have a valid driver's license and a clean driving record

### **Abilities required**

- Excellent customer service skills to manage in-person and telephone inquiries and outreach
- Good oral and written communications skills and math competencies
- Ability to effectively multitask in an often fast paced workplace
- Understanding of the varying needs of our client base
- Respect for and ability to work in a diverse and multicultural environment
- Has basic knowledge of general account / finance function (i.e. budgets)

### **Additional Information**

- This is a part-time position with a maximum of 25 hours per week.
- Please note this position will be required to go into an office, a minimum of (3) three days a week, adhering to COVID Guidelines.