

Program Assistant I-Human Services at WACOG in Yuma, AZ

Job Posting Id: 4647872 on aziobconnection.gov

Full Time

Pay Rate: \$14.46-\$18.08 P/Hr.

Job Description:

Western Arizona Council of Governments (WACOG) recognizes and appreciates the strengths of our workforce. We strive to provide a professional and supportive environment where employees can achieve their career goals. The WACOG workforce is encouraged to focus on their strengths and abilities to reach their full potential.

WACOG's Human Services Department is the core of our Community Action designation and purpose that provides pathways to self-sufficiency for individuals and families through service delivery and engagement in community-level initiatives within Yuma, La Paz, and Mohave Counties.

Summary Statement:

Under direct supervision, support Family & Community Services initiatives for the Human Services Department through accurate and efficient clerical duties.

Essential Duties and Responsibilities: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

- Provide clerical and administrative support to Senior Program Manager as directed or needed.
- Perform timely and accurate data entry into relevant systems and spreadsheets, as well as finish date-sensitive projects and reports on time.
- Assist with annual update of agreements with community partners.
- Assist with maintaining accurate and current documents/files.
- Assist Housing Counseling program with client's Intake and communications.
- Assist with closing and program reconciliation.
- Attend and participate as assigned in training, workshops and/or network meetings.

- Assist Senior Manager with the collection of data from all intra agency programs for the purposes of data reporting.
- Assist with coordination, planning, and execution of activities, training, and any other projects with both the Yuma and Kingman offices.
- Travel within WACOG service area, including overnight stays as needed; additional travel may be required.
- Maintain reliable and predictable attendance; work outside of standard business hours as needed.
- Utilize tact and discretion to maintain confidentiality of information and a positive image of WACOG.
- Perform other duties as necessary to carry out the administrative/ programmatic goals and objectives of WAGOG and/or department.

Job Requirements:

- High School Diploma or equivalent, and one year experience in an office setting performing general office duties
- Associates degree
- Two years clerical experience working in a non-profit agency
- Current AZ DPS Fingerprint Clearance Card/ Criminal History Affidavit/Central Registry Background Check Comfortable working in a fast-paced, high-energy environment (Ability to secure and maintain a driver's license valid in the state of Arizona, or an acceptable alternative means of transportation. May be required to drive an agency vehicle. Employees authorized to operate a private vehicle for WACOG business are required to carry liability insurance minimums. For purposes of commercial vehicle insurance, minimum age to be covered is 21 years old.)

How to Apply:

Go to <https://www.applitrack.com/wacog/onlineapp/> to apply for this position. Follow the instructions included at the site, including how to submit an application