



ALLIANCE FOR COMMUNITY TRANSFORMATIONS

PO Box 2075, Mariposa, CA 95338, (209) 742-6456, www.alliance4community.org

Job Title:	Program Aide	Job Category:	Community
Classification:	Community Based	WC Code #:	8742
Location:	Mariposa Heritage House	Travel Required:	Yes
Level/Salary Range:	\$15.45 per hour	Position Type:	Temporary, part-time, 24 hours per week
HR Contact:	Denise Conway	Phone:	(209) 742-6456
Name:		Date of Hire:	
Immediate Supervisor:	Program Director		
Benefits:	Non-benefitted		

Applications Accepted By:

E-mail:
applications@alliance4you.org
 Subject Line: MHH Temporary Program Aide Part-time
Attention: Human Resources

Job Description

Role and Responsibilities

The Program Aide Position will be responsible for creating a welcoming environment for clients, as well as community partners in person and over the phone in a professional and responsive manner. This position will ensure the smooth operation of the reception area and the office in general, while completing administrative tasks identified by the Program Director, and will be responsible for general administrative duties listed below. This is a temporary position for up to 6 months.

General Duties:

- Answers multiple phone lines.
- Greets clients and community partners that walk in the office.
- Maintains forms and documents related to the functioning of the office.
- Maintain and update services logs and program logs
- Maintains communication with vendors, contractors, and community partners on behalf of the program.
- Writes thank-you notes to donors, arranges for the pickup and distribution of donations and record the in-kind value.
- Assists with coordination of fundraising efforts.
- Assists with data entry when required.
- Provides transportation only when necessary at the request of the Program Director.
- Schedule transportation, counseling, and groups.
- Prepares meals as needed.
- Share in the maintenance of the facility (cleaning, stocking, organization).
- Other duties as assigned within scope of job classification.
- Attend regular meetings as requested by the Program Director.





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Qualifications and Education Requirements

Knowledge of:

- Office Equipment Operation (phone, fax, scan, copier, etc.)
- General Administrative Principals
- Computers and Software Programs (Word; Excel; Internet)

Ability to:

- Be accurate, reliable, punctual, well organized, careful and thorough
- Communicate effectively orally and electronically in writing
- Work effectively with limited supervision and work well with co-workers in a team atmosphere
- Shift gears to meet immediate needs and deadlines
- Prioritize work and exercise good judgment
- Demonstrate comfort and expertise in operating computers and other technology

Education/Experience:

- High School Diploma; Some college or vocational courses desirable
- Experience working in an office setting

Physical Requirements:

- Facility to see read and distinguish printed and handwritten documents
- Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone
- Facility to constantly use hands and arms to input data into computer
- Ability to move boxes of files from one location to another; physical agility to lift and carry up to 20 pounds, and to bend, stoop, walk and reach overhead
- Ability to sit for extended periods of time
- Must be able to concentrate for long periods of time
- Mental acuity to perform the essential functions of this position in an accurate, neat, timely fashion: to make good judgments and decisions; and to evaluate the results of decisions and judgments

Note:

This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Alliance for Community Transformations adheres to the provisions of ADA regarding reasonable accommodation procedures.

Additional Requirements:





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- Must complete finger printing and background check upon hire, at Alliance expense. Failure to pass fingerprint clearance or background may result in withdrawal of job appointment.
- Must have reliable transportation, a valid driver’s license and DMV clearance.

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Alliance for Community Transformations Values: Confidentiality, Safety, Equality, Respect, Empowerment, Personal & Professional Responsibility, Social Change Through Education & Advocacy and Sustaining Ourselves & Our Communities.

Alliance for Community Transformations is an equal opportunity, affirmative action employer. All qualified applicants will be considered regardless of race, color, religion, ancestry, national origin, age, gender, marital status, sexual orientation, medical condition or physical disability.

Reviewed By:		Date:	
Approved By:		Date:	
Initial Job Description Date:	10/19/2017	Revised Job Description Date:	01/19/2021

*** Upon Hire, this will be signed and dated by the applicant. ***

Signature

Date

