



PACIFIC MOUNTAIN  
**WORKFORCE**  
DEVELOPMENT

**POSITION TITLE:**

**PROGRAM ASSISTANT III -  
MyJOB - My Journey Out Beyond**

**Reports to: MyJOB Program Manager**

**Type of Position:**

**Starting Salary Range: \$20.61 - \$22.31/hr**

**Regular Full-Time**

**Full Salary Range: \$20.61 - \$27.40/hr**

**Regular Part-Time**

**FLSA:  Exempt  Eligible**

**Temporary**

**POSITION SUMMARY:**

The Program Assistant III role supports the work and complex activities generated by My JOB Specialists and Program Manager. Has increased responsibility to take a lead role in processing, analyzing and completing routine tasks. Has in-depth understanding of activities supported and works in areas requiring high levels of compliance. This position has increased autonomy and uses independent thinking and judgment to make decisions and recommendations to enhance the work supported. This level III role takes initiative to accomplish activities and proactively look at ways to support, improve and create efficiencies.

**POSITION DESCRIPTION:**

The Program Assistant III –MyJOB works closely with each MyJOB staff member to provide support and assistance for the program's administrative functions.

**SUPPORTS-** complex activities that are needed in the oversight and management of regularly required activities of the MyJOB program; research and data gathering and analysis for a variety of projects and reports; general office functions; communications and public relations with partners; payroll and timesheets for Work Based Learning experiences at all DCYF-JR facilities

**ORGANIZES-** time sensitive documents and prepares necessary communication to ensure deadlines are met; information and manages the information systems; office functions

**COORDINATES-** internal activities and projects; implementation of new processes and procedures; general information exchange between organizational partners.

**REVIEWS & EVALUATES-** processes and procedures and makes recommendations to help create efficiencies and functionality; research and data gathering and analysis

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Supports program staff in the monitoring of contract and program, completes forms and reports to meet compliance quarterly and annually.
2. Leads in tracking contractual needs of the MyJOB program.
3. Tracks and monitors status of required reports, documents and correspondence.
4. Reviews documents for completion and accuracy.

5. Completes forms, spreadsheets, reports and communication for a variety of partners.
6. Researches and analyzes data in support of program reports.
7. Responsible for necessary preparations, minutes, and communication for meetings for the purpose of effective information management of the MyJOB program.
8. Assists in the coordination of activities associated with program implementation.
9. Produces a variety of written correspondence or reports for the purpose of communicating information and creating partner information documents.
10. Helps develop policies and procedures for program functions. Makes recommendations for strategic realignment of program functions.
11. Supports staff with calendar appointments, purchase orders, billing and community engagement

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of office organization and systems.
2. Ability to provide quality customer service and create a professional working environment.
3. Highly organized and with strong coordination skills to meet program deliverables and deadlines.
4. Ability and initiative to design and implement effective office procedures and policies.
5. Ability to collect research and analyze data to compile creative and professional looking reports.
6. Knowledge of communication systems and protocol.
7. Knowledge of inventory control and records management.
8. Ability to understand, interpret and follow federal, state and local policies and regulations.
9. Must have ability to independently perform assignments requiring substantive knowledge of programs, regulations and policies.
10. Strong verbal and written communication skills. Ability to generate clear, concise information and to vary writing styles to meet needs.
11. Must be organized and possess strong multitasking skills.
12. Must be detailed oriented with strong editing and proofreading abilities.
13. Must be able to adapt to a fast paced work environment and handle a variety of responsibilities with confidence and grace.
14. Must be able to effectively and professionally resolve issues embodying a calm and helpful attitude.
15. Ability to work and collaborate with diverse populations and establish and maintain cooperative relations with others.
16. Able to maintain high levels of confidentiality, credibility and professionalism.
17. Tech savvy and ability to utilize modern applications to enhance productivity.

18. Proven experience with Microsoft Excel, Word, PowerPoint and Outlook.

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**

The work is performed in an office environment. Minimal bending, stooping, kneeling or lifting involved. May require infrequent local travel.

**OTHER:**

None