

COMMUNITY EMPLOYMENT LISTING FORM FOR FIRST5ALAMEDA.ORG

Note: Job listings will be posted for 2 months. Please notify us if you fill the position or need an extension.

NAME OF ORGANIZATION First 5 Contra Costa

POSITION TITLE Early Intervention Program Assistant II

SHORT DESCRIPTION OF JOB

Assistant II staff perform a variety of duties to maintain smooth internal operations that assist Directors, Managers, and Program Officers with activities related to grantee projects, stakeholder communications, public meetings, and other Commission business.

This position works closely with the Early Intervention Program Officer to assist in the successful implementation of the Initiative goals and activities. The position requires someone who is energetic, enthusiastic, an adaptable self-starter who is interested in supporting the health and well-being of young children and their families.

This is a full-time position, 40 hours per week, with some evening and weekend hours required. Funding assured through June, 2017; with the possibility of additional years funding.

SHORT DESCRIPTION OF QUALIFICATIONS NEEDED

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

- Bachelor's Degree in related field and two to three years of relevant work experience with progressive responsibilities

OR

- Five years of experience in a similar position with progressive responsibility.

OR

- Has received a minimum of two consecutive extremely positive performance reviews as a First 5 AssistantThe following duties are expected to be carried out by this position.

These duties are typical tasks performed by this position.

- Provide administrative support to the Early Intervention (EI) Program Officer and other staff in the development of materials and activities focused on carrying out the Commission's programs.

- Assist in the development and preparation of meeting materials; coordinate and arrange event logistics including location, food, presenters, and childcare; and provide administrative support during event/training/meeting. Some offsite meeting attendance required.

- Assist in the development and preparation of reports and handle special requests for information and materials as needed.

- Manage multiple projects and make independent decisions.

- Represent department when needed to agencies, Commissioners, community members and others.

- Uphold First 5 policies and procedures.

- Provide expertise or training to staff members, contractors, and /or community members as necessary.

- Process and handle confidential information and files with discretion.

- Coordinate training and/or conference registration for staff and/or contractors, to include tracking attendance and reimbursement when applicable.

- Take meeting minutes and assist in the development of meeting agendas and presentations.

- Work independently and also as part of a team in a fast-paced, challenging environment.

- Participate, as a staff team member, in other Commission activities and projects as needed.

- Support the organization in shared administrative duties such as welcoming visitors, allowing guests and visitor's access to the office, maintaining office areas, and other special assigned duties.

- Perform general clerical duties such as filing, faxing, copying and mailing materials as needed.

- Perform program errands as needed.

ADDITIONAL INFORMATION ABOUT THE POSITION

For complete job description, visit our website at:

www.firstfivecc.org

HOW TO APPLY OR WHERE TO GET MORE INFORMATION

Please submit your resume and a brief letter of introduction that summarizes why you are ideally suited to this position to EI Program Assistant II at HR@firstfivecc.org.

Or mail to First 5 Contra Costa, EI Program Assistant II, 1485 Civic Court, Suite 1200, Concord, CA 94520,

This position will remain open until filled.

Incomplete submissions will not be considered.