

JOB DESCRIPTION

Job Number — 007

JOB TITLE:	Program Assistant — Eureka
JOB LOCATION:	Eureka, CA
SUPERVISOR:	Case Manager — Eureka
SUPERVISES:	None
STATUS:	Non-Exempt
COMPENSATION:	\$18–21

SUMMARY: Located on the beautiful north coast, the Northern California Indian Development Council, Inc. is a private nonprofit corporation that annually provides services to 14,000 to 15,000 clients statewide. NCIDC was established in 1976 to research, develop, and administer social and economic development programs designed to meet the needs of Indian and Native American Communities; to provide support and technical assistance for the development of such programs, and the conservation and preservation of historic and archeological sites and resources.

REQUIREMENTS: Minimum of two years' experience involving planning/operational responsibilities for a state or federally funded human service delivery program. Ability to interpret federal, state and local laws and regulations pertaining to the operations of NCIDC. Must have knowledge of computer operations and basic business machines; ability to discharge routine administrative functions with minimal supervision. Knowledge of state and federal grant regulations.

RESPONSIBILITIES: Under the direction of the Executive Assistant, will assist with the oversight of the assigned programs and operations of the Northern California Indian Development Council, Inc. (NCIDC) and assist staff involved in the planning, development, review and evaluation of manpower, community and economic development service needs, resources and programs and perform a variety of word-processing, data entry and general clerical duties. The program assistant will maintain tracking systems; research, collect and distribute information to administrative staff. The Program Assistant will perform work of a detailed nature with accuracy, and establish and maintain a cooperative working relationship with other NCIDC staff members.

The Program Assistant must be able to handle a variety of situations and demands that may arise from working with diverse federal and state programs, administrative staff, program staff and community people. Must possess a thorough knowledge of correct grammar, spelling, punctuation, and business letter formats as well as office methods, procedures and practices. Additional duties as assigned.

MINIMUM REQUIREMENTS:

- Knowledge of computer operations and basic business machines (preferably Macintosh experience).
- Excellent communication skills
- At least 1–2 year of office management, administrative, or assistant experience.
- Excel/Word
- High level of organization, attention to detail, and follow-through
- Maintain confidentiality under HIPPA regulations
- Familiarity with, and commitment to, the mission and vision of the NCIDC

DESIRABLE REQUIREMENTS:

- Experience working in a nonprofit or in Native American organization
- Knowledge of federal/state grant regulations
- Ability to interpret program regulations
- Ability to read, write, and comprehend complex instructions, correspondence, and memos.
- Ability to effectively present information in one-on-one and small group situations to clients and other employees of the organization.
- Familiarity with, and commitment to, the mission and vision of NCIDC.

MATH ABILITY: Basic math skills. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate and figure amounts such as discounts and percentages.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standard situations.

EQUIPMENT/COMPUTER SKILLS: To perform this job successfully, an individual should have knowledge of Word Processing software and spreadsheet software. Basic internet usage. Ability to use both a Macintosh computer and a Window-based computer is preferred but not required.

CERTIFICATES AND LICENSES: Valid California Driver's License, clean DMV record, valid vehicle insurance, CPR/First Aid Certification (or willingness to obtain if able).

WORK ENVIRONMENT: The noise level is usually moderate.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands finger, handle or feel. Be able to reach with hands and arms and talk to hear. The employee must occasionally lift and/or move up to 45 pounds. Ability to drive long distances. Specific vision abilities required by this job include close vision, distance

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vision, color vision, peripheral vision, depth perception and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ACKNOWLEDGMENT: I have read the job description and fully understand the requirements set forth therein. I hereby accept this position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

The job duties, elements, responsibilities, skills, functions, experience, education factors, requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that the employ may be required to perform. The employer reserves the right to revise this job description at any time and require employees to perform other tasks as circumstances or conditions of its business, competitive considerations or a work environment change. I further understand that my employment is at-will and thereby understand that Northern California Indian Development Council or I may terminate the employment relationship at any time, with or without cause.

Native American Hiring Preference will be given to qualified American Indians per Policy Statement 915.027 on Indian Preference under Title VII.