

**CAROLINA COMMUNITY ACTION, INC.**  
**POSITION DESCRIPTION**

**POSITION TITLE: PROGRAM ASSISTANT**

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<b>EMPLOYEE:</b>	<b>FLSA STATUS:</b> Non-Exempt
<b>JOB GRADE:</b> 7	
<b>COMPONENT:</b> Head Start	<b>LOCATION:</b> Central Office
<b>REPORTS TO:</b> HS Human Resources Coordinator	
<b>PREPARED BY:</b> The JESCLON Group, Inc.	<b>DATE:</b> July 1, 2013
<b>REVISED BY:</b> HS HR Coordinator	<b>DATE:</b> April 22, 2014

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**SUMMARY**

Responsible for providing assistance to all component areas, maintaining a positive working relationship with staff, building a positive public image for the program, and adhering to agency policies and procedures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

**Primary**

1. Maintain Head Start children's information on our software system and central filing system.
2. Compose, edit, and type letters, memos, and miscellaneous correspondence for Head Start Staff.
3. Receive and route Head Start telephone calls and responds to general inquires.
4. Requisition program supplies.
5. Other duties as assigned by the HS Human Resources Coordinator.

**Secondary**

1. Assist Coordinators and Center Directors, as needed.
2. Mail distribution (check box).
3. Process and distribute mail daily.
4. Occasional travel for workshops and other training.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); or two to four years related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**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 standardized situations.

**OTHER QUALIFICATIONS** Incumbent must have a physical, initial TB test, pre-employment drug screen and submit to random drug screenings.

**OTHER SKILLS AND ABILITIES**

Incumbent must demonstrate the ability to function in a high volume fast paced environment, attention to detail, and be able to communicate with people at many different levels; a working knowledge of a desktop computer, related software, printer, copier, calculator, fax, camera, and phone. Employee must be able to drive an automobile.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Incumbent must possess a valid driver's license.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is required to stand as needed (regularly). The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**SPECIFICATION:** The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, an employment contract, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.