

## **Title: Circles™ Program Assistant**

**Salary and Benefits:** 11.25-11.50/hour (negotiable with experience)

Part-time (20 hours per week, M-F, one weeknight required); Partial Benefits

### **Job Summary:**

Circles® is a community-based initiative that creates relationships across class and race lines, matching people of low income with middle or upper income Allies. The primary role of the program assistant is assisting Circles' staff with a variety of office duties and community relations tasks in support of the Circles Initiative. The Circles Program Assistant is responsible for data entry, volunteer files, scheduling volunteers, logistics of Circles Weekly Meetings and other duties to support the Circles Initiative.

### **Primary duties include but are not limited to:**

- Ensure general inquiries and community requests are directed to the correct Circles staff member
- Oversee food orders and meal deliveries for weekly dinners
- Attend weekly Circles meetings (Thursday evening each week)
- Serve on the Community Team
- Create and organize meeting agendas, rolls, name tags, directional flyers, certificates, thank you cards, newsletters and other documents as needed
- Assist Circles Coordinator and Circles Coach with recruiting, screening and training of volunteers
- Manage all volunteer files, including: applications, trainings, background check clearance, hours and notes
- Accompany Circles Coach on home visits, when needed
- Maintain Circles Facebook page, blog and other social media presence

### **Additional skills, abilities and other:**

- Ability to bridge class lines between low, middle and upper income sectors
- Ability to develop a supportive, empowering culture for diverse members of the Circles™ community
- Ability to recruit and train middle- and upper- income community members and work collaboratively with low-income Circles™ members
- Maintain a positive work atmosphere by behaving and communicating in a manner that fosters good relations with clients, customers, co-workers and supervisors
- Treat clients, co-workers and the public in a respectful and courteous manner at all times
- Provide for the confidentiality of all services and communications, both written and verbal
- Ability to stay relaxed in the face of other people's distress
- Ability to provide one's own transportation
- Strong organizational skills in managing complex tasks with autonomy
- Excellent verbal and written communication skills
- Ability to work a flexible schedule
- Consistent work attendance

- Ability to write and speak passionately on ending poverty

### Education and experience:

- Two years experience in an office setting and/or in a receptionist position
- Proficient with Microsoft Office Programs (especially Word and Excel)
- Experience working with low-income families and community services preferred
- Skilled in Communications/PR/Social Media/writing
- Or combination of the above stated or similar education or experience (paid or unpaid)

*This job description is not intended to be all-inclusive and employee will also perform other reasonably related business duties as assigned by supervisory personnel.*

### To apply:

- Complete Community Action's job application packet found online at:  
<http://communityactionprovo.org/about-us/employment-opportunities/>
- Employment Application
- General Questionnaire
- Reference Release
- Complete and attach a resume (if sending your resume in an email attachment please use a PDF format).

Drop application packet off at Community Action Services and Food Bank (815 S. Freedom Blvd., Suite 100, Provo, UT) or email all required documents to Kathy Givens at [kgivens@CommunityActionUC.org](mailto:kgivens@CommunityActionUC.org) with the subject: Program Assistant Application [Your Name].

**Persons interested in this position must complete and submit the job application and other required documents. Position opened until December 11, 2017.**

Community Action Services and Food Bank is an Equal Opportunity Employer.