



Cow Creek Government Office

Position Description

Position Title: Programs Assistant

Department: Administration

Reports To: Gov. Operations Officer Executive Admin

FLSA Designation: Non-Exempt

Date Written/Revised: 04/23/2019

POSITION PURPOSE:

Position is responsible for, supporting the Government programs such as Education, Emergency Management, Self Sufficiency/Housing, Human Services, and Workforce Development.

ESSENTIAL FUNCTIONS:

- Checks voicemail and returns calls for Program Directors/Managers, as needed.
- Schedule travel and lodging reservations.
- Advertising program events which include making flyers, mailings, and receive and enter RSVP's
- Organize activities.
- Assist in creating of program material and advertisements.
- Perform general office duties to support the Programs which include stuffing envelopes, generating labels, assisting with reports, filing and copying.
- Participate in special projects as needed.
- Answer multi-line telephone system and direct all incoming phone calls to the appropriate staff. Take complete and accurate messages.
- Covers front desk for Receptionist when needed.
- Provides professional customer service by greeting visitors in a polite, prompt, helpful manner and provides any necessary instruction or direction.
- Log and distribute incoming mail, utilizing established timelines and accuracy.
- Assemble mailings which include the monthly newsletter, flyers, letters, etc.
- Other duties as assigned.

QUALIFICATIONS:

- High School Diploma or GED.
- 1-3 years office experience.
- Must demonstrate proven effective interpersonal communication skills.
- Intermediate skills with Microsoft application required, including Microsoft Word, Excel, and Outlook
- Working knowledge of office procedures, office equipment, and knowledge of computer skill.

