



Building Healthier
Communities

2031 Hospital Drive
Sedro-Woolley, WA 98284

PROGRAM ASSISTANT

Pay Rate: \$20.00 – \$23.00 per hour (DOE)

FTE: 0.60 (24 hours per week)

Reports to: Chief Operating Officer

Exempt Classification: Non- Exempt

Posted: 07/14/2022

Posting Closes: Open until filled

Are you looking for a position that makes a difference in the community? We currently have an opportunity for a passionate and motivated Program Assistant. This position directly supports our goal of providing continuous prevention and wellness programming to meet needs in Skagit County and beyond.

United General District 304 is committed to improving the health and quality of life for the residents of the communities we serve. We focus our work along six pillars of wellbeing: Active Living, Community Professional Education, Engaged Youth & Communities, Healthy Eating, Thriving Children & Families, and Stewarding Assets and Opportunities. Our programs, staff, and volunteers seek to uphold our core values of **compassion, collaboration, innovation, equity, and excellence**. Learn more about how we are building healthier communities at www.UnitedGeneral.org.

Job Overview:

The Program Assistant will support staff and managers with a variety of tasks related to our innovative programs as well as welcoming and directing clients and visitors.

Responsibilities and Duties:

- Act as a point of contact for incoming phone calls, visitors, and clients.
- Perform a variety of clerical tasks.
- Order and organize office supplies and program materials.
- Assist with logistical coordination and set up of meetings and trainings.
- Coordinate light meals and refreshments for classes, meetings and trainings.
- Prepare educational material packets for various programs.
- Assist with material and IT equipment check out.
- Attend outreach events and assist with Basic Food benefit enrollment.
- Enter data into various reporting systems.
- Screens applicants for income eligibility and update household information.
- Assist with travel arrangements and conference registrations for staff.
- Assist with scheduling WIC appointments, reminder/no show calls.

- Special projects and other duties as assigned.

Qualifications:

- High School Diploma, some college preferred.
- At least one-year experience as an assistant/similar role.
- Strong knowledge and skill using MS Office Suite, Outlook, Internet, and social media platforms.
- Ability to manage multiple tasks at one time with a positive attitude.
- Strong communication skills and ability to work effectively with a wide range of community members.
- Must possess professional and friendly demeanor.
- Must be detail-oriented and highly organized.
- Self-starter who works well independently or in a team setting.
- Bilingual (English/Spanish) a plus.
- COVID-19 vaccination required.

Work Conditions:

- General office environment, school settings and community functions.
- Standard office hours are generally between 8:00 a.m. to 5:00 p.m. with some flexibility.
- Performing duties and attending events offsite during the evening and on weekend occurs occasionally and is required.

Required Physical Abilities:

- Must be physically able to sit for extended periods of time, up to 8 hours per day.
- Must be able to bend, stoop, reach, stand, and/or move from one area of the building to another on a regular basis.
- Physical dexterity needed to operate a computer keyboard and handle paper documents.
- May be required to lift up to 25 pounds on occasion.

We offer competitive compensation and benefits which include medical & dental, generous PTO accrual, sick leave, Voya deferred compensation/pension plans, life insurance, long term disability, short term disability, employee assistance program and free membership to our fitness center.

TO APPLY:

Apply via our posting on www.Indeed.com and please include a cover letter with your resume. For questions, contact hr@unitedgeneral.org. We look forward to hearing from you!

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an exhaustive list of all associated responsibilities, skills, efforts, or working conditions. United General District 304, reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities, and position titles as it deems necessary to meet the needs of the business.