



Job Announcement

Temporary Position

Early Care and Education Division

Position: Program Assistant

Location: First 5 - Santa Maria Office
218 W. Carmen Lane, Suite 111

Salary: \$18.00 - \$19.00 per hour

Hours: Full Time or Part Time

Job Duties:

1. Responsible for data entry for STAR and Quality Counts
2. Perform general clerical functions such as typing, filing, and phone and reception duties for STAR and Quality Counts programs.
3. Assist with logistics for community trainings and events.
4. Provide general administrative and clerical support for program staff.

Qualifications:

1. Knowledgeable about early care and education.
AA degree in ECE is desirable.
2. Excellent computer skills and proficiency with Microsoft Office Suite programs: Microsoft Word, Excel, PowerPoint, Access, Outlook, etc.
3. Demonstrate strong clerical skills: typing, file maintenance, data entry.
4. Strong organizational and time management skills. Attention to detail a must.
5. Fluency in Spanish (Speak, Read, Write) is desirable.

Closing Date: Wednesday, September 15th, 2010

For questions about this position or to apply please contact Mari Gonzalez.
Interested applicants should submit a cover letter and resume.

Mari Gonzalez
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