

Outreach

Community Services

Outreach Community Services, Inc. is a not-for-profit community service organization affiliated with Outreach Community Ministries, Inc. We are an Equal Opportunity Employer seeking to attract and hire a diverse staff of highly competent professional employees.

- Position Title:** **Temporary Program Assistant**
- Department:** **Employment Opportunity Center (EOC) —Wheaton, IL**
The EOC is a job training program at Outreach designed to equip and empower young adults (18-24 years of age) to pursue employment and career goals through paid work opportunities, coaching, supportive case management and career exploration.
- Job Responsibilities:** The Program Assistant works alongside the EOC program staff to support clients through direct service and administrative support activities. Responsibilities include intake and enrollment completion, data tracking and management including WIOA paperwork, program research, handling logistics for weekly job class and special events, scheduling and coordinating transportation and serving as a back up driver.
- Requirements:** BA/BS preferred. A relational style, flexible and self-motivated. Strong organizational ability. Proficiency in MS Word/ Excel/ PowerPoint/ Outlook. Ability to multi-task and take responsibility for a variety of projects. Sensitivity to the needs of a low-income and diverse population. Valid IL Driver's License, good driving record, proof of insurance and reliable transportation.
- Status:** Part-time at 25 hours per week, 9:30am-3pm, Mon.—Fri.
An occasional Saturday morning or Saturday evening may be required.
- Compensation:** Salary for this position falls between \$15.50 and \$17 per hour based on education, skills, and experience.
- Apply Online or Email Resume to:** Penni Cannova, Hiring and Recruiting Specialist
www.outreachcommunityministries.org
pcannova@outreachcommin.org
- Posting Date:** May 4, 2016 **Start Date:** May 2016