



We need you with your talents and abilities to help eliminate the effects of poverty, to make our community a better place to live, and to help people obtain knowledge and skills to achieve self-reliance and economic stability.

Job Title:	STRATEGIC PLAN COORDINATOR / ASSISTANT TO EXECUTIVE DIRECTOR
Position Type:	Regular, full-time, exempt level
Department:	ADMINISTRATION
Salary Schedule:	Range 24.0 (\$21.04 - \$25.67 per hour)
Position Summary:	Under general supervision of the Executive Director, manages and oversees the day-to-day constituency services and administrative support activities of the Executive Director. Acts as the primary point of contact for both internal and external constituencies; assists and represents the Executive Director in communicating with constituents; and handles multiple incoming issues and concerns addressed to the Executive Director as they arise; manages a variety of special projects for the Executive Director, some of which may have organizational impact. Manages and oversees the agency's strategic planning activities. Being the point of contact to assist Board members with agency related issues, questions, concerns or events. Trainer for agency-wide procedures including, but not limited to, Behavior Base Interviewing, Standards to Live By, Speed of Trust and 7 Habits of Highly Effective People.

Minimum Qualifications:
EDUCATION / EXPERIENCE:

- High School or GED with some college courses; and
- 5 years of work experience that can be demonstrated to be applicable to the duties listed in the job description.

LICENSES / CERTIFICATES / PERMITS:

- Valid Class C California Driver's License

ABILITY TO:

- Operate current office equipment including computer equipment.
- Type at a rate of 45 wpm and operate a 10-key calculator.
- Independently perform the full range of responsibilities and difficult analytical and administrative work involving the use of independent judgment and personal initiative.
- Effectively and efficiently handle multiple, simultaneous, and complex tasks and projects.
- Understand the organization and operation of the agency and of outside agencies as necessary to assume assigned responsibilities.
- Effectively administer a variety of programs, functions, and administrative activities.
- Plan, organize, prioritize, and carry out assignments with minimal supervision and direction.
- Interpret and apply administrative policies and procedures.
- Organize and direct the work of assigned staff.
- Supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Work and effectively communicate with a wide range of constituencies from all socio-economic and cultural backgrounds.
- Carry out duties listed in the job description.

KNOWLEDGE OF:

- Advanced verbal and written communication skills, inclusive of correspondence preparation, grammar, spelling, and punctuation.
- Executive Director's responsibilities, activities, and work priorities.
- Computer applications; i.e., WordPerfect and Microsoft Office 2000 or newer (inclusive of Word, Excel, Power Point, Outlook, Publisher, Access)
- Office management principles and procedures.
- Microsoft Windows 2000 or newer computer operating system.
- Employee development and performance management skills.
- Information research, analysis, and evaluation skills.
- Staff hiring procedures.
- Data collection, analysis, and evaluation methods.
- Research and reporting methods, techniques, and procedures.
- Sources of information related to a broad range of programs, services, and functions related to area of assignment.
- Public relations techniques.

General Physical Requirements:

- Medium work: exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Selection Process:

Only applicants who meet the qualification standards of this position by the application filing will be allowed to participate in the examination process. Requests for a special accommodation to participate in the selection process should be made at the time you are contacted to schedule an interview. The selection process may include skill set testing, first and second round panel interviews. This position is open until filled.

Compensation and Benefits:

- Retirement: CAPMC's retirement plan is a 403(b) plan. Employees are eligible to make elective contributions to their 403(b) plan upon employment. Employees can participate in employer's contribution.
- Health Insurance: CAPMC provides eligible employees insurance coverage for medical, dental, vision and life through various policies.
- Employee Assistance Program: CAPMC offers an employee assistance program for employees and dependents that provides counseling and services when dealing with life's challenges.

General Information:

Applications may be obtained from CAPMC's website www.maderacap.org, visit 1225 Gill Ave Madera or calling the Human Resources Office at (559) 673-9173. Applicants must be submitted to the CAPMC's Human Resources Office.

The CAPMC is an equal opportunity employer. CAPMC provides equal employment opportunity to all persons regardless of race, national origin, religion, color, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, transgender, sex stereotyping, age, sexual orientation, military status, veteran status, and any status protected by applicable federal, state and local laws.

Appointment will be contingent upon passing a pre-employment alcohol and drug screen, fingerprint clearance and reference checks, pre-employment physical, immunization requirement, and TB test is required for Head Start budgeted positions.

Affirmative Action / Equal Employment Opportunity / Drug Free Employer