



Are you...

- Ready to start your career to change people's lives?
- Ready to work with families in our communities?
- A team player who wants to contribute?

Program Assistant / Clerk Typist II

Location: Madera, California

Salary: \$15.47 hourly

Budgeted: Full time at 12 months; Tuesdays – Saturdays

Benefits: 403(b) retirement plan, medical/dental/vision/life, Employee Assistance Program

Final filing date: Open Until Filled

Apply: submit [an application](#) to employment@maderacap.org; may obtain application from CAPMC's website, www.maderacap.org.

[CAPMC](#) is seeking a strategic and creative person to serves as an Assistant to the department supporting Shunammite Place. The individual will demonstrate the ability to:

- Work evenings and weekends is may be required.
- Read, speak, and write Spanish is preferred.
- Provide general clerical support to Shunammite.
- Read, understand, and review documents for accuracy and relevant information.
- Use applicable office terminology, forms, documents, and procedures in the course of work.
- Maintain accurate, neat office files.
- Make accurate calculations.
- Communicate clearly and concisely in both verbal and written formats.
- Operate a word processor at a minimum 35 wpm, 10key calculator, copy machine, fax machine, and other office machinery and routine preventative maintenance.
- Meet deadlines.
- Act courteously and successfully with public and in-house staff.

The individual will demonstrate to possess the knowledge of:

- Standard office practices, methods, and procedures, including filing systems.
- General administrative procedures, depending upon assignment.
- Operation and use of standard office equipment, including computer applications such as word processing, data entry, and spreadsheets utilizing Microsoft Office software.
- Business writing and standard format for typed materials.
- Proper English usage, spelling, grammar, and punctuation.

Minimum Qualifications:

EDUCATION / EXPERIENCE:

- High School Diploma or GED is required; Associate's Degree is preferred.
- Two years of increasing responsibility in clerical/secretarial field or business field.
- Demonstrate ability to complete tasks timely and organize work assignments.

LICENSES / CERTIFICATES / PERMITS:

- Valid California Driver's License

General Physical Requirements: Medium work: climbing; 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.

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 funded positions.

Affirmative Action / Equal Employment Opportunity / Drug Free Employer