



Mission: Helping people, changing lives and making our community a better place to live by providing resources and services that inspire personal growth and independence.

Vision: CAPMC will be recognized as a premier social service agency that eliminates the effects of poverty by helping people obtain knowledge and skills to achieve self-reliance and economic stability... one lift at a time.

Come & Consider Joining Our Team

Community Action Partnership of Madera County

Title: Program Assistant / Clerk Typist II

Location: Madera, California

Types: Part-time; Monday-Friday; 4 hours per day; 12 months annually

Compensation: \$16.13- \$19.66 per hour; no health insurance; prorated sick/vacation leaves

CAPMC is seeking a strategic and creative person to be responsible for as an Assistant to the department supporting the Human Resource.

This individual must have the ability to:

- Read, speak, and write Spanish is required.
- Provide general clerical support to HELP Center.
- 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.

This 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.

Requirements/Qualifications:

- 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.

General Physical Requirements:

- Exerting up to 15 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Able to maintain regular, punctual attendance consistent with the Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), California Family Rights Act (CFRA) and other federal, state and local standards.
- Able to perform the essential job functions consistent with the ADA, FMLA, CFRA and other federal, state and local standards.

Apply: visit www.maderacap.org and submit [an application](#) to employment@maderacap.org

Appointment will be contingent upon passing a pre-employment alcohol and drug screen, fingerprint clearance, and reference checks, pre-employment physical, immunization requirement, COVID-19 vaccine mandates, and TB test is required for Head Start funded positions.

Affirmative Action / Equal Employment Opportunity / Drug Free Employer