



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 Technician- In-Kind & White Fleet

Location: Madera, California

Types: Full-Time at 40 hours weekly; 12 months annually

Compensation: \$17.81 - \$21.70 per hour; medical/dental/vision/life, Employee Assistant Program, 403(b) retirement plan

[CAPMC](#) is seeking a strategic and creative person responsible for performing the necessary duties to assist in the planning and implementation of a comprehensive In-kind and White Fleet Program, and assists in the purchasing of supplies, materials and equipment.

This individual must have the ability to:

- Speak, read, and write Spanish is preferred.
- Operate a 10-key, copy machine, and other office machinery, computer software inclusive of Microsoft Word, Excel, and Outlook.
- Create reports, graphs, and spreadsheets as needed for reporting purposes.
- Demonstrate sensitivity to the cultural / ethnic diversity of the service populations and to be sensitive to the needs of low-income families and children.
- Manually operate program equipment and machinery, such as the Agency's computers, copy machines, and White Fleet.
- Effectively communicate with staff, customers and agency/business representatives.
- Possess interpersonal, problem solving, and organizational skills.
- Manage time effectively and meet deadlines.
- Sustain cooperative relationships with those contacted in course of work.
- Follow work schedule as well as written and oral instructions.
- Establish and maintain cooperative working relationships with vendors

This individual will demonstrate to possess the knowledge of:

- Early childhood growth and development principles.
- Transportation safety practices.
- Emergency / accident responding procedures.
- Computer applications; i.e., Microsoft Office products (inclusive of Word, Excel, Power Point, Outlook, Publisher, Access)
- Principles of data processing and record keeping skills.
- Basic business math.
- Basic knowledge of CPR and First Aid.
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Requirements/Qualifications:

- Associate's Degree in business administration or related field and 1 year of increasingly responsible experience in a clerical or secretarial field;
- OR**
- High School Diploma or GED and 2 years of increasingly responsible experience in a clerical or secretarial field.
- Ensures a minimum of 15 hours of professional growth hours are completed and documented annually.

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