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Metropolitan Family Service Position Description

Position Title:	Program Assistant	Status:	Non-Exempt
Reports To:	Program Coordinator	FTE:	.50 FTE 20 hours per week
Dept/Program:	School Communities Gresham High School SUN Program		
Classification:	2		
Created:	June 2010	Job Number:	GPA0617

General Description:

Metropolitan Family Service position descriptions are guidelines. They are not intended to identify every task that an employee will be asked to complete. They are intended as a general outline of the essential work responsibilities and qualifications of the position. Employees are expected to provide whatever assistance is needed so that both the agency mission and individual success will be achieved.

General Function:

Under the general supervision of the Program Coordinator, the Program Assistant provides direct program administrative support to School Communities Program Coordinator at Gresham High School.

Essential Duties and Responsibilities:

- Provide support for activity leader staff, volunteers, and students participating in the SUN after school and summer program
- Assist with the outreach and recruitment of community organizations and resources to support family health and social service needs

- Coordinate participant registration, data collection, documentation, filing and database maintenance in accordance with the program's needs
- Provide data and written reports as required
- Comply with Metropolitan Family Service policies and procedures as outlined in the Employee Handbook
- Effectively and consistently market the organization, communicating about MFS and its programs in a way that is both compelling and on message. Follow marketing guidelines in place when communicating with staff, volunteers, clients, partners, and potential supporters
- Comply with Gresham-Barlow School District policies and procedures
- Other duties and responsibilities as assigned

Knowledge, Skills and Abilities Required:

- Ability to communicate effectively with a broad range of individuals and groups
- Work effectively within a team-dependent environment
- Ability to work independently with minimal supervision
- Ability to establish and maintain positive relationships with staff, youth, parents, and community members
- Values working in a multi-cultural, diverse environment
- Knowledge and competency to operate a personal computer
- Competency in using Word, Excel and database programs
- Possess strong verbal and written communication skills
- Ability to manage multiple projects simultaneously
- Ability to proactively problem-solve and resolve conflict
- Ability to maintain professional boundaries and confidentiality
- Possess excellent time management and organizational skills
- Ability to acquire a Food Handlers' certification

Education and Experience Requirements:

- Minimum of a high school diploma or GED, BA or BS degree preferred or equivalent related experience
- Fluency and ability to communicate effectively in Spanish is preferred

Other Requirements:

Personal transportation allowing for travel within the Portland Metropolitan area in a timely manner. If driving a personal vehicle the employee must maintain a valid driver license for the state of residency, personal auto liability insurance coverage and a driving record permitting coverage under the agency auto liability policy.

Must pass a criminal background history check.

Work Environment:

Work is normally performed in an office environment and/or at other locations as deemed necessary. Position may require occasional early morning, weekend or evening work. Position requires ability to sit for extended periods as well as stand occasionally. Position requires use of computer, telephone, fax machine, copier and may require accessing locations by use of stairs.

Application Instructions: Please submit cover letter, resume and salary expectations to the attention of Human Resources at humanresources@metfamily.org or MFS, 2200 NE 24th Ave, Portland, Oregon 97212, fax: 503-249-1480. Please indicate position title and reference Job#GPA0617 in subject line or in cover letter. Application information sent without the job number identified will not be considered.

Metropolitan Family Service is actively recruiting persons from various ethnic and cultural backgrounds to enhance service to our diverse communities. Candidates from diverse cultures are encouraged to apply. Bi-lingual candidates are encouraged to apply. Older adult applicants are also encouraged to apply. MFS is an Equal Opportunity Employer.