Job Posting for: Program Assistant
Reports to: H.R.M.F.S. Director
Starting Date: March 2020
Status: Full Time, 32 hours / week

Broad Scope and Function of Job:
The Program Assistant serves as a liaison with resident volunteers of the High Rise Mobile Food Shelf program, to provide support, maintain client documentation and help ensure proper implementation of the program.

Major Job Responsibilities: Is responsible for, but not limited to the following functions:

50%
- Visits food shelf sites on distribution dates, meet with volunteers, answer questions and relate any issues to Program Director.
- Must be able to use personal car for travel to food shelf sites – will be reimbursed for mileage
- Program Assistant will visit all sites – in all weather

25%
- Create and distribute updated signature lists for each buildings’ distribution day using Client Track data base reports.

10%
- Enter services, new clients and update demographic information in Client Track.

5%
- Answer and forward incoming telephone calls.

10%
- Create commodity sheets for each food shelf distribution in coordination with Operations Coordinator and Driver.

Job Requirements and Qualifications:

Education: High school diploma or GED

License / Certificate: Valid Drivers License & reliable vehicle for traveling to sites
Must pass DHS Background and Drug Testing

Language: Speak, Read & Write: English \textit{(Required)}
Speak: Somali \textit{(Preferred)}

Experience: 1 Year related administrative or program support experience
Able to use/ understand Excel, Outlook and Word

Physical: Lifting/moving COULD happen but is not a requirement
Infrequent lifting and/or carrying of objects weighing up to 50 lbs.
Bending, crouching, lifting, twisting, sitting, stairs

Compensation: $14 per hour
Application Deadline: Open until filled
Send Resume to: bnicklason@esns.org ; www.esns.org

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