

**Indianhead Community Action Agency
Job Description**

TITLE: Program Assistant: Youth Development and Prevention Services

POSITION: Program Assistant, Ladysmith, Wisconsin, Located in Rusk County, Wisconsin.

DESCRIPTION: The Community Prevention Specialist will Assist staff with all program needs including general operation of the program, keeping accurate records/files, assisting the Project Evaluator in collecting data and performing other clerical duties as assigned. The position requires the ability to work well as a team member, to have a high level of computer literacy, and to have strong organizational skills. To act as an Ambassador to the Agency and to reflect all Agency matters in a positive way.

REQUIREMENTS: Qualified applicants will have advanced technical training or experience. Knowledge of office procedures. Excellent computer skills a must. Ability to manage work time without direction from supervisor. Applicants must possess the ability to provide leadership and stability for program continuity. Ability to serve as a productive team member on an interdisciplinary team of professionals, respect and respond competently to the culture, traditions, lifestyle, language, and values of individuals and community, maintain professional boundaries and confidentiality. Sets and achieves challenging goals. Ability to handle highly stressful and sensitive situations in a professional manner. Demonstrates self-confidence. Ability to manage time and resources wisely and the ability to embrace change.

JOB TYPE: Part Time

Starting wage: \$11.00-\$18.00, depending on Education Level and experience.

To be considered for an interview, applicants must submit: letters of recommendation, references, transcripts, and verification of degree and license.

Deadline for this position is December 1, 2018.

To Apply, send resume, cover letter and references to: recruiter@indianheadcaa.org or

ICAA
P.O. Box 40
Ladysmith, WI 54848
ATTN: HR

Phone: 715-532-4222
Fax: 715-532-7808
Tdd: 715-532-6333

www.indianheadcaa.org

We are an equal opportunity employer operating under an approved Affirmative Action Plan. As an equal opportunity employer, we encourage women, minorities and persons with disabilities to apply.