

**Part Time Program Assistant** – Pro Action’s Employment and Training

Department has a part-time opening for a Program Assistant to work 10 to 20 hours per week (20 hours mandatory during summer months).

The Program Assistant will provide support for and assist with program delivery of the Summer Youth Employment Program and other programs of the Employment and Training Department. Duties include but are not limited to:

- Assist with reviewing applications and conducting interviews with potential program participants
- Organize and maintain participant files according to program regulations
- Conduct compliance visits to participant worksites
- Collect and review participant timesheets and
- Use computers to create and maintain reports and statistical databases

Must be highly organized with excellent attention to detail. Must be able to meet deadlines, maintain confidentiality, have exemplary listening skills and be a team player with the ability to work independently and problem solve. Must be able to communicate with a variety of agency staff, customers and the public.

An Associate Degree in Human Services or a related field with a minimum of 3 years of experience is desired. We are looking for applicants who have experience working with the public and the target populations we serve. An equivalent combination of education/experience will be considered.

To apply for this position, please submit a letter of interest, resume and completed [employment application](#) by May 1, 2019 to: Human Resources, Pro Action of Steuben and Yates, Inc. 117 E. Steuben St. Bath, NY 14810 or email to: [Jobs@proactioninc.org](mailto:Jobs@proactioninc.org).

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