



**JOB ANNOUNCEMENT
PROGRAM ASSISTANT**

PURPOSE:

Under the general supervision, provides administrative and clerical support and services by implementing administrative systems, ensuring procedures and policies are followed; monitoring administrative projects, maintaining client and staff confidentiality and providing high quality customer service.

QUALIFICATIONS:

- Minimum 2 years' experience providing fast-paced and confidential office support. AA degree desirable.
- Word processing speed of at least 65 wpm from printed copy.

REQUIREMENTS:

- Must be able to pass a criminal history fingerprint clearance at the DOJ and FBI level
- Must possess a valid California driver's license, current automobile insurance and a vehicle for work

WAGE: \$14.56 per hour. Stipend for qualified bilingual candidates (English/Spanish)

BENEFITS: Benefits per current Personnel Policies include:

Paid sick and vacation days, 13 paid holidays
Health, vision, life, and dental insurance
401(k) Retirement Plan

APPLICATION PROCEDURE: Submit a letter of interest, resume, and completed job application via Email to nprato@changingtidesfs.org or via U.S. mail to:

Nanda Prato, Human Resource Director
Changing Tides Family Services
2259 Myrtle Avenue
Eureka, CA 95501

Job description and job application available at www.changingtidesfs.org

APPLICATION DEADLINE: Open Until Filled.

Changing Tides Family Services is an equal opportunity employer and does not discriminate on the basis of race, religion, national origin, ancestry, gender, marital status, sexual orientation, age, disability, or on any other inappropriate basis in its processes of recruitment, selection, promotion, or other conditions of employment.

Kerry Venegas, Executive Director

Child Care Services/Subsidies/Referrals | Special Needs Services | Mental Health Services | Parent Supports

2259 Myrtle Avenue, Eureka, CA 95501 | 707.444.8293 (P) | 800.795.3554 | 707.444.8298 (F) | www.changingtidesfs.org



changing tides
family services

Kerry Venegas, Executive Director

Child Care Services/Subsidies/Referrals | Special Needs Services | Mental Health Services | Parent Supports

2259 Myrtle Avenue, Eureka, CA 95501 | 707.444.8293 (P) | 800.795.3554 | 707.444.8298 (F) | www.changingtidesfs.org