



ABOUT THE COMPANY

Founded:	1981
Mission:	To prepare foster and community youth to reach their greatest potential
Values:	Trust, Respect & Compassion

JOB DESCRIPTION

Position Title:	Program Assistant
Employment Classification:	Full-time; Hourly; Non-Exempt
Reports to:	Director of Youth Transition Services
Department:	Program

Position Summary: The Program Assistant provides administrative and clerical support to the Program Department of the Orangewood Foundation.

Major Areas of Responsibility:

- Serve as main Programs contact to assist customers with questions, referrals, etc.
- Determine/verify eligibility for youth Independent Living Program.
- Support Youth Support Specialists including; Independent Living Program, Mentor Program, Scholarships and the Advanced Studies Scholarship (customer interface, data entry, filing, financial disbursements, etc.)
- Maintain client information in the general tab of the client database.
- Support unassigned and out of county youth with ILP account.
- Pick up and enter into the client database the weekly TILP referrals received from the Social Services Agency and sent letter to out of county youth.
- Schedule Transitional Planning Conferences received from the Social Services Agency.
- Provide support in meetings including; Program Committee, Rising Tide Board, Advanced Studies and Mentor Program events/trainings (secure venue, order refreshments/food, marketing/outreach, arrange for raffle prizes, room set-up, copy/print/prepare materials, take minutes, data entry, etc.)
- Update youth website as needed.
- Maintain cleanliness and inventory of all conference rooms, copy room, and kitchen.
- Order supplies and make service calls as needed.
- Print meeting room schedules daily for building F.
- Provide reception desk back-up coverage as needed.
- Assist with youth outreach for program services, events, surveys, etc.

Knowledge, Skill and Experience Requirements:

- Bachelor's Degree preferred or high school diploma with approximately two years of experience performing administrative and providing customer service support
- Excellent organizational skills; Ability to self-start, work independently, and multi-task; must thrive on diverse assignments, deadlines and taking direction from multiple employees



- Excellent written and oral communication skills including phone experience
- Proficient in all Microsoft Office applications, Outlook, Excel, Power Point
- Bi-lingual English/Spanish preferred
- Proficient in Microsoft Office applications
- Strong written and oral communication skills
- Comfortable presenting oneself in community settings
- Must be a minimum of twenty-one years old
- Possess a valid California driver's license and proof of automobile insurance. Position requires DMV clearance
- Pass a background check

Essential Qualities:

- Understanding of and passion for the Foundation's mission, vision, values
- Enjoys working directly with youth, volunteers, community partners, etc.
- Approaches projects, activities and other job functions with flexibility and a positive attitude
- Must be a team player

Working Environment/Physical Requirements:

Position may require use of personal vehicle. Physical requirements include standing, sitting, typing, bending and lifting up to approximately 50 lbs (i.e. tables, chairs, food, water, etc.)

Modification to work schedule may be made based on need of the Foundation.
Orangewood Foundation is an Equal Opportunity Employer.

A FEW WORDS FROM OUR EMPLOYEES...

“I've always wanted to work at a place where I can make a real difference in a young person's life. At Orangewood Foundation, I'm able to do that!”

- Karlos R.

“Since my first day at Orangewood Foundation, I immediately enjoyed the atmosphere and the feeling of teamwork. The team allows you to take the lead and helps you grow.”

- Priscilla T.

“Orangewood puts the needs of youth first. We have the flexibility to meet youth where they are at.”

- Lily K.

