

---

## Position Information: UMCHS Intern: Program Assistant

---

### Position Information:

---

**Supervised by:** Assigned UMCHS Manager/Director

**Supervises:** Does not supervise others

**Location:** Hermiston

**Classification:** Non-Exempt, Minimum Wage

**Terms of Employment:** Paid Summer Intern

### Job Goal:

---

To serve as a program assistant and receptionist that is responsible for assisting staff and clients in busy human service office and at agency sponsored events. Assist inputting and keeping track of data, files & filing documents and replicating materials in advance of a new program service year. Assist in developing marketing materials as assigned and helping with social media and promotions.

### Essential Responsibilities:

---

- Act as Receptionist/Clerical Support
  - Greet and respond to public coming into the building
  - Type, reproduce, and distribute written materials promptly
  - Support Programs with tasks as assigned
- Maintenance of office files, supplies, procedures, and forms
  - Check all printers and copy machines daily and restock with paper as needed as copies are made
  - Maintain Copy Machine form and submit total count to Operations Director monthly
  - Promptly shred files as they arrive for shredding and empty shredder bags into dumpster
  - Maintain office support schedules as assigned
- Maintain an orderly desk and office area
  - Vacuum and dust entire office when needed
  - Empty trash from front office and copy room as needed
  - Keep desk free of debris and scattered papers
  - Perform physical inventory of equipment and/or supplies and order supplies as needed.
  - Wipe all counters down when needed (kitchen, staff room, and reception area)
  - Ensure tidiness of shared spaces
- Assist Staff and help with Parent Education tasks
  - Assist in tasks as Assigned by Directors/Managers
  - Assist in Registering participants as needed or requested
  - Help provide support at outreach activities and classes
  - Lend assistance at Learning Picnics and Summer Food Program
- Prepare materials like Certificates of attendance and other materials as requested to help program service readiness and help maintain UMCHS Resource Libraries and Parent Education materials
- Assist with graphics and outreach material creation, and assist with Social media posting and marketing.

### General Staff Responsibilities:

---

#### Employees of UMCHS aspire to the following:

- *A commitment to the agency's mission, vision, and values;*
  - *A commitment to equipping children and all who care for them for lifelong success*
  - *A commitment to excellence in everything we do;*
  - *A commitment to positive performance and a welcoming culture;*
  - *A commitment to outcomes, measured results and quality improvement;*
  - *A commitment to innovation and to what is possible.*
- Program Participation and Team Member

- Be present at work in order to provide consistency of services
  - Arrive to work on time; punctually attend and actively participate in all required activities, meetings, and trainings.
  - Be a respectful, cooperative, and reliable team member and participant in program activities.
  - Project a professional work image, both in dress and manner.
  - Demonstrate familiarity with employment policies, performance standards, work plan and commitment to mission and values in the performance of daily duties.
- Standards of Conduct
    - Perform all work in compliance with UMCHS Standards of Conduct.
  - Improve self-skills and education

### **Educational Requirements:**

---

- Must be 16 years or older
- Requires have reliable transportation
- Will participate in Columbia Works Professional Development Training

### **Experience and Skills Requirements:**

---

- Works well with people in different settings
- Ability to manage multi-lined telephone system, office copy machines, and printers
- Strong knowledge of Microsoft Office and ease in adaptation to new technology
- Creative and able to utilize MS Office and software to create flyers, etc.
- Comfortable multi-tasking in busy office environment
- Comfortable working around children and families
- Excellent written and verbal communication skills
- The ability to work effectively with a wide variety of individuals and groups
- Understand general office procedures

### **Physical Requirements:**

---

The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to:

- Sit for long periods of time with daily use of computer screen;
- Do tasks involving repetitive arm and hand movements, such as heavy word processing/keyboarding, using various office tools to collate, punch, cut, or stamp paper and other repetitive or high-volume tasks such as bulk mailings, filing projects, etc.;
- Occasional filing is required. This would require the ability to lift files, open filing cabinets and bending as necessary;
- Occasionally required to stand, walk and reach with hands and arms;
- Occasionally lift and/or move up to 10 pounds

*Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

### **Work Environment/Conditions:**

---

- Work is normally performed in a typical interior/office work environment.
- Job tasks are performed in close physical proximity to other people.
- Any requirements that pertain to youth and restrictions will be followed.

### **Safety:**

---

Apply safe practices in the performance of duties.

### **Agency-Wide Requirements:**

---

- Requires current enrollment in the Child Care Division's Central Background Registry
- May require current physical examination, drug screen documentation prior to hire.
- Desire to work with low-income children and their families and make a difference in the lives of those most in need.
- Communicate effectively with staff, families, children, and the public using the telephone and in face-to-face, one-to-one, and in group settings
- Fluent in English both verbally and written