

KEEP GENESEE COUNTY BEAUTIFUL

SEASONAL PROGRAM ASSISTANT/OFFICE AIDE

GENERAL STATEMENT OF DUTIES:

Performs a variety of basic office tasks, including basic Microsoft Office programs, filing, maintenance work, and program assistance, providing information concerning facilities and programs; works under the supervision of the Director; performs related duties as required.

STATEMENT OF TASKS:

- Support the work of the Program Director
- Front desk administrative tasks including answering phones, filing, record management, report generation, monitoring, event planning, volunteer assistance and training, and maintenance of program supplies
- Disseminates information concerning facilities, programs and activities to the general public
- Operates Windows-based computer and performs word processing as well as other computer programs as it relates to specific projects
- Performs minor maintenance duties, including assisting in office being maintained in an orderly manner.
- Acts as receptionist to office visitors
- Assists with KGCB programs, including working directly with residents and volunteers
- Provides education about KGCB programs to residents and volunteers
- Maintains the inventory KGCB materials and assists in their distribution
- Assist with marketing and promotion

The tasks specified above are intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to communicate effectively with the general public
- Ability to understand and carry out oral and written directions
- Ability to perform basic maintenance tasks
- Ability to utilize Outlook, Access, Excel and Publisher on Windows-based computer
- Ability to multi-task and prioritize workload
- Ability to work independently on assigned projects
- Demonstrated experience in organization and communication skills
- Familiarity with the use of social media

MINIMUM QUALIFICATIONS:

- Ability to read and write
- Must have a valid driver's license and own transportation

ADDITIONAL QUALIFICATIONS:

- High school graduate, some college preferred
- Must have two (2) seasons of office experience or equivalent
- Must have 2 years of experience working with diverse populations
- An interest and/or experience in beautification related activities

SPECIAL REQUIREMENTS:

- Must be willing to work weekends, holidays and irregular hours as scheduled or directed
- May be required to wear a uniform
- Must be courteous in dealing with the general public and fellow staff members
- Required to regularly drive to sites within the City of Flint and Genesee County
- Able to physically move materials to sites and perform physical work as needed (30 – 50 pounds)
- Certification in First Aid and CPR

Pay Rate: \$11.45/hour

4/16/2018