

Open Position

Program:	Community Wellness - Gardens Project - Ukiah
Position:	Project Assistant II (Spanish/English Required)
Rate of Pay:	\$ 17.00 to \$ 19.00 per hour (Depending on Qualifications)
Hours:	20-32 hours per week, 12 months/year
Benefits:	<p>401(k) Retirement Plan Paid Health Leave Paid Vacation and Holidays Medical, Dental, Vision and Life Insurance Employee Assistance Plan</p> <p><i>401(k) Retirement Plan all NCO employees eligible to participate upon hire. Medical, Dental, Vision, Life Insurance (within 60 days of hire) for regular status employees working 30 or more hours per week. Paid vacation and holidays for regular status employees.</i></p>
Application Closing Date:	Open until filled
To Apply:	<p>A completed NCO Employment Application form is required to apply. The application form is available at our website: https://www.ncoinc.org/join-our-team/ or by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah.</p> <p>Education Transcripts for positions that require ECE or CDV units must be attached with your application to be considered.</p>
Submitting an Application:	<p>By Email: HumanResources@ncoinc.org By FAX: 707.467.3213 By mail or hand delivery to: NCO, Inc., Attn: Human Resources 413 N. State St., Ukiah, CA 95482 <i>Applications must be received by NCO by the closing date. Postmarks are not accepted.</i></p>
<p>NCO is under no obligation to hire from this solicitation.</p> <hr/> <p>North Coast Opportunities, Inc. is an Equal Opportunity Employer.</p> <hr/> <p>All applicants for Head Start Child Development Program positions must review the NOTICE on page 6 of the NCO Employment Application that includes the background screening and health screening requirements</p>	

See our Website for full job description details & to print application
[HTTPS://WWW.NCOINC.ORG/JOIN-OUR-TEAM/](https://www.ncoinc.org/join-our-team/)
Equal Opportunity Employer

We invest in people through community action.

POSITION DESCRIPTION

Position:	Project Assistant I, II, III
Program:	Community Wellness
Reports to:	Project Coordinator, Manager or Director
Supervisory Responsibility:	None
FLSA/IWC Status:	Non-exempt
WC Class Code:	8742

I. General Responsibilities:

As a Community Wellness team member, a Project Assistant (PA) is responsible for supporting efforts to enhance personal and community wellness through a variety of projects and themes. As directed by their supervisor, the Project Assistant will provide support and assistance in relation to one or more specific grants or projects, and at a responsibility level commensurate with the PA's qualifications and experience, in order to facilitate its mission, goals and required outcomes.

II. Representative Duties & Responsibilities:

1. Performs public outreach and assists with regular and special projects and programs as directed by supervisor.
2. Administrative duties as assigned, including but not limited to filing and copying; receiving and tracking data; retrieving, collating or analyzing data and information; drafting reports for funders and community supporters, and updating databases or files for accuracy.
3. Creates content for project websites and social media as directed.
4. Following NCO's established accounting procedures and policies, performs basic accounting duties as instructed by supervisor.
5. Uses and maintains project management and contact management software; provides other data management or web administrative duties as assigned.
6. Develops marketing and educational materials (newsletters, flyers, articles, etc.), distributing program information and publicity to the community as needed.
7. Works in a professional, collaborative manner with all partners and agencies connected to the project as a means of expediting efficient and successful outcomes.
8. Assists in organizing meetings and events related to Community Wellness projects.
9. Assesses and catalogues relevant infrastructure; monitors usage and availability of resources.
10. Aligns work behaviors in conformance with NCO's Mission, Vision and Values.
11. Maintains confidentiality regarding work information.
12. Work habits:
 - Is on time and obtains approval from supervisor for changes in work schedule or absences.
 - Able to stay focused on the job.
 - Takes pride in creating a positive, efficient work environment.
 - Treats co-workers and clients with respect.
 - Represents NCO and its programs to the community in a positive light.
 - Follows the NCO Injury Illness and Prevention Plan, as well as all Agency and program safety protocols, procedures, and policies.
 - Is able to positively adapt to change.
 - Dresses appropriately for the job.
 - Follows the NCO Injury Illness and Prevention Plan, as well as all Agency and program safety protocols, procedures, and policies.
13. Performs other duties as assigned or required.

III. Job Qualifications:

1. The following education and/or experience criteria are required to qualify for the designated level:
 - **Level I:** Minimum one year of experience in a similar position or related field.

- **Level II:** Combination of education and experience equivalent to an Associate's degree in a related field plus a minimum of one year experience in the same or similar position.
 - **Level III:** Bachelor's degree, or an equivalent amount of education and experience, in a related field, plus a minimum of one year experience in the same or similar position.
2. Strong facilitation and communication skills; proven ability to collaborate with diverse organizations, community groups and community members.
 3. Proven ability to conduct outreach and promotion in the community.
 4. Ability to work with and provide service to fragile and/or vulnerable clients from a variety of economic, social and cultural backgrounds in an appropriate, sensitive manner may be required.
 5. Computer competence sufficient to perform data entry and spreadsheet management as well as utilize various web-based applications and software; ability to use these systems to analyze data and compile reports as needed.
 6. Ability to create visually appealing and factually correct promotional and educational materials including but not limited to newsletters, flyers, and online messages.
 7. Ability to work cooperatively and professionally as a team member.
 8. Ability and willingness to take direction and work with supervisor to ensure priorities are correctly aligned and accomplished as well as to work independently with minimal supervision.
 9. Ability to manage multiple deadlines and assignments with attention to detail and accuracy, and in a timely manner.
 10. Excellent English communication skills, both written and verbal.
 11. For work related driving, employee must have: a current, valid California driver's license; a driving record that demonstrates the employee is a safe, appropriate driver as verified by a DMV printout; and, proof of personal automobile insurance; or reliable transportation with proof of automobile insurance.

WORK ENVIRONMENT/PHYSICAL DEMANDS

1. While performing the duties of this job, the employee is regularly required to talk, hear, listen, and communicate clearly.
2. The employee frequently is required to sit; use hands to finger, handle or feel objects, use manual and automatic tools, or controls and reach with hands and arms.
3. The employee is frequently required to stand; bend; reach down and stretch overhead; walk; climb or balance; and stoop, kneel, crouch, or crawl.
4. The employee may occasionally lift and/or move up to 25 pounds unassisted and occasionally move and lift heavier materials with assistance using ergonomic guidelines.
5. Specific vision abilities required by this job include close and distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
6. The ability to travel during the day and/or night, sometimes long distance – possession of a valid California Driver's License and access to an insured vehicle is required.
7. Interaction and contact with outside agencies, vendors, funders, volunteers, donors and contributors is a frequent aspect of this job.
8. The employee will regularly use computers and computer printers, telephones and other similar electronic office equipment.

Note: *This class specification should not be interpreted as all-inclusive. It is intended to identify the core essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) or California FEHA. Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.*