



child parent institute

building brighter futures for our children and families

Parent Support Services Program Assistant (Spanish/English bilingual preferred)

Job Classification: Non-exempt employee

Reports to: Director of Operations

Hours: Full Time, benefits eligible - 30-40 hours a week

Job Summary: Under the supervision of the Director of Operations, the Program Assistant will support the Parent Support Service Coordinator with administrative and client support parts of the program including, but not limited to, data collection and entry, initial client intake, filing, chart creation, billing and reporting tasks.

This is a full-time, benefits eligible position that will require between 30-40 hours per week. The ideal candidate should have exceptional attention to detail, and be a high functioning self-starter and multi-tasker.

Essential Duties:

- Collect, organize, and enter program data
- Help with client intake (i.e. follow up phone calls and sending letters)
- Create case folders/charts for new clients
- Maintain filing duties
- Maintain inventory of educational material
- Help prepare for meetings and classes
- Translate material from English to Spanish when needed (if bilingual)
- Support front desk coverage when needed
- Assist the Director of Operations with specific tasks as needed

Desired Education/Knowledge/Skills:

- Excellent written and oral communication skills
- Bilingual, Spanish/English preferred
- Good organizational skills
- Knowledge of data collection and good number skills
- Knowledge of computers including MS Outlook, Excel, Word, etc.
- Ability to handle a variety of tasks with short deadlines
- Comfortable working with limited resources

Benefits: This is a full time position with benefits including medical & dental coverage, vacation and sick time, and a 403b retirement savings plan.

To apply, send cover letter and resume to Jessica Headington, Human Resources Coordinator:
jessicah@calparents.org