

Program Assistant

Tri County Community Action is seeking a professional, detail-oriented, and motivated Program Assistant to join our agency! This role requires a high degree of professionalism along with the ability to communicate effectively, a willingness to work with a diverse team, and a driving desire to make a difference.

Here's what being a Program Assistant looks like. You will...

Act as the administrative point person for program inquiries and information.

Execute program invoicing in cooperation with both program and fiscal staff.

Track and submit outcomes for programs and manage all associated data.

Collect and compile program statistics.

Cross-reference client databases for accuracy.

Prepare reports for agency leadership, funders and key stakeholders.

Provide reception and front office support.

Carry out general administrative duties.

Attend community events as needed.

Support all program events and outreach.

And more!

And here is what you'll need: An Associate's Degree and one to two years related experience; or equivalent combination of education and experience. Demonstrated office / administrative experience. Act 33/34 and FBI clearances, and a Motor Vehicle Record review, along with a valid driver's license, current insurance, and daily access to reliable transportation.

The principle working hours will be 9-5 Monday-Friday with occasional evening or weekend hours. This position offers a starting salary of \$26,390 and is based on a 35-hour work week, with excellent and generous benefits.

**Interested and think you'd be a great fit for our team?
Submit your resume & cover letter to "Careers"**

Tri County Community Action c/o Human Resources
1514 Derry Street, Harrisburg, Pennsylvania 17104
or via e-mail: Careers@cactricounty.org