



Subject: Job Announcement
Job Title: **Program Assistant**
Program: Head Start
To: All Employees
From: Human Resource Department
Location: 1949 Gillam way, Fairbanks, Alaska
Open Date: 3/4/21
Start Date: Immediately
Hours/Days: Permanent/Fulltime position, 40 hrs for 46 weeks
Full year, non-exempt from overtime,
Eligible for all employer sponsored benefits
Salary: DOEE – Range \$14.89-\$19.48 hr.

Overview of Position:

Provide program support and administrative assistance to the program, assist in entering and maintaining program data, provide logistic and office support for all departments as requested. Greet the public and maintain a positive professional environment for staff, parents, volunteers and community. Maintain safety protocols.

Skills & Education Required:

EDUCATION & EXPERIENCE

1. Minimum high school diploma or GED
2. Thorough knowledge of general office practices, generally gained through one year of on-the-job experience

SKILLS & ABILITIES

1. Experience with computers, knowledge of word processing and database software
2. Strong organizational and interpersonal skills
3. Ability to work as team member with staff and parents
4. Ability to maintain professionalism in high stress environments

Closing Date:

Open until filled.

Position is being advertised community and corporate wide.

Submit applications to Lisa McDaniel:

Email: lmcdaniel@thrivalaska.com

FAX: 907-479-9035

Mailed or in person at: 1949 Gillam Way, Suite 209 Fairbanks, AK 99701