



## Cow Creek Government Office

### Position Description

**Position Title:** Programs Assistant

**Department:** Administration

**Reports To:** Michele Moore

**FLSA Designation:** Non-Exempt

#### **POSITION PURPOSE:**

Position is responsible for, supporting the Social Services Programs.

#### **ESSENTIAL FUNCTIONS:**

- Assemble mailings which include the monthly newsletter, flyers, letters, etc.
- Checks voicemail and returns calls for Programs as needed.
- Schedule travel and lodging reservations.
- Advertising program events which include making flyers and mailings.
- Relieve front desk receptionist while on breaks, lunches and vacations.
- Organize activities.
- Assist in creating of program material and advertisements.
- Perform general office duties to support the Programs which include stuffing envelopes, generating labels, funding requests, assist with reports, filing and copying, funding requests, etc.
- Responsible for the Tribal Roll and maintaining up-to-date and accurate records.
- Participate in special projects as needed.
- Assistance with all Social Service Programs as needed.
- Assist with Food Bank responsibilities, Firewood program and other duties as assigned.
- Answer multi-line telephone system and direct all incoming phone calls to the appropriate staff. Take complete and accurate messages.
- Provides professional customer service by greeting visitors in a polite, prompt, helpful manner and provides any necessary instruction or direction.
- Log and distribute incoming mail, phone logs, utilizing established timelines and accuracy.

#### **QUALIFICATIONS:**

- High School Diploma or GED.
- 1-3 years office experience.
- Must demonstrate proven effective interpersonal communication skills.
- Working knowledge of office procedures, office equipment, word processing/computer experience and knowledge of government program rules/regulations.