

## **ADMINISTRATIVE PROGRAM ASSISTANT FULL TIME**

WHEAT Community Connections, a direct service of the United Way of Tri-County, is seeking an experienced Administrative Program Assistant to support the North County Director and Program Manager.

### **Key Responsibilities:**

In this role you will coordinate and oversee program and office administrative duties. You must enjoy working with people from diverse backgrounds and be able to multitask as you will function as the center of the operation. The successful candidate must be able to manage a changing environment and be technically proficient using Microsoft Office Suite including Google document sharing. Must be bi-lingual in English and Spanish.

### **Preferred Skill Set:**

- A minimum of 1-2 years' experience in administrative/office/program management
- Exemplary customer satisfaction skills, including dealing effectively with the public, elected officials, businesses, and other service provider organizations, both in person and over the telephone
- Technically proficient in Microsoft Office; using Google doc sharing
- Creative and innovative techniques for performing assignments
- Proper English and Spanish usage, spelling, grammar, and punctuation
- Business correspondence formatting
- Basic mathematical computations, accounting and record keeping
- Manage organizational time management
- Standard office administrative practices and procedures, including the use of standard office equipment

### **About United Way of Tri-County, Inc.**

United Way of Tri-County is an independently-governed 501(c)3 nonprofit organization connected to a network of more than 1,300 local United Ways through United Way Worldwide. We have our own board of directors and focus on finding local solutions for the 34 communities we serve. Our strategic approach to community problem solving concentrates on collaboration and results. We achieve results through providing direct United Way owned and operated services and the support of programming provided by our trusted community partners. United Way advances the common good as MetroWest's largest community-based investor in Health, Education, Financial Stability and Basic Human Needs – the building blocks for a productive and happy life. We believe that everyone deserves the opportunity to become a productive, self-sufficient member of society. Last year alone we invested over 7 million dollars in programs and

services that truly impact people's lives. When we Live United, we can tackle the toughest problems and make every neighborhood in the MetroWest/495 Corridor, a place where people can realize their dreams. We invite you to be part of the change.

We are an Affirmative Action/Equal Opportunity Employer.