

SOUTHERN CALIFORNIA INDIAN CENTER, INC.

Job Announcement



Division	Workforce Development-CSBG/ARRA
Location	Los Angeles & Orange Counties
Job Title	Program Assistant Worker
Reports to	Case Manager

Summer Work Experience Beginning May 17, 2010	Type of position: <input checked="" type="checkbox"/> Part-time	Hours up to 30 / week <input checked="" type="checkbox"/> Non-Exempt	<input checked="" type="checkbox"/> Temporary <input checked="" type="checkbox"/> End Date: August 30, 2010
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GENERAL DESCRIPTION

The Program Assistant Worker is a supportive role to a program within SCIC or one of its Partners. Variety of jobs are available, ranging from clerical to office assistance, receptionist, greeter, support staff, Customer Service, Administrative Support, Program Support, general office maintenance, and assist in cultural outreach activities, newsletters, & websites.

WORK EXPERIENCE REQUIREMENTS

- Enrolled American Indian or Alaskan Native
- Between the ages of 18-24
- Unemployed, underemployed or economically disadvantaged
- Knowledge of American Indians, Native Alaskans, and/or preferred
- Experience working with the American Indian Community
- Fluent in English – Written and spoken
- Basic knowledge of PC computer systems and Microsoft office programs (Word, Excel, PowerPoint, Outlook, etc.); internet savvy. Working knowledge of Mac computer systems is preferred.

EDUCATION REQUIREMENTS

- High School Degree or GED Minimum

AMERICAN INDIAN PREFERENCE ACT/EQUAL OPPORTUNITY EMPLOYER

Preference in filling vacancies will be given to qualified American Indian Applicants, in accordance with the American Indian preference Act (Title 25, U.S. Code Section 472 and 473) and Public Law 93-638, provided the applicant has submitted appropriate verification of American Indian preference for employment.

Except for American Indian preference, all candidates receive consideration without regard to race, color, sex, age, disability, religion, national origin or tribal affiliation.

PLEASE APPLY IMMEDIATELY

DMV printout, background check, and drug screening may be requested from qualified applicants. For more information or to submit your resume please SCIC Human Resources hr@indiancenter.org or your Local SCIC Office: Fountain Valley (714) 962-6673 Los Angeles (213) 387-5772 Highland Park (323) 274-1070