### Job Title:
Program Specialist II

### Job Category:
Community

### Classification:
Community Based Services

### WC Code #:

### Location:
Pathos Screen Printing

### Travel Required:
Yes

### Level/Salary Range:
$17.60/ hour

### Position Type:
Full time; 40 hours per week

### Immediate Supervisor:
Tyson Wellcome, Program Coordinator

### Benefits:
9 Paid holidays, 152 hours Paid Time Off per year, Cafeteria Plan with Health, Dental, Life and Retirement Benefit Options.

### Applications Accepted By:

**E-mail:** kristinl@alliance4you.org  
**Subject Line:** “Attention: Human Resources”

**Mail to:** Kristin Lowery  
Administration  
P.O. Box 2075  
Mariposa, CA 95338

### Job Description

#### Role and Responsibilities

The position will be responsible for coordinating the day-to-day operations of the screen printing shop, including but not limited to customer service, project coordination, graphic design, and staff assignments. This position is assigned to the Pathos Screen Printing site of the Alliance for Community Transformations and will be responsible for the following duties:

**Administrative/Office Duties**

- Respond to customer inquiries via telephone, email, and online
- Create and provide quotes to customers
- Purchase necessary supplies
- Oversee completion of contracts
- Provide coverage of office and phones as needed
- Assists with preparation of training materials
- Other duties as assigned

**Screen Printing Specific Duties**

- Designing screen patterns and graphics according to customer specifications
- Ensure routine product and equipment maintenance is complete
- Receiving work order jobs for screen printing
- Examining work orders to determine estimated printing time, ink and material quantities
- Selecting screen size, degreasing agents and emulsion coatings
- Loading screen onto printing press
- Installing and repositioning screen printing plates and pressure roles
Calibrating press before batch is printed
Running prints and performing quality checks throughout the printing process
Troubleshooting problems as they arise
Drying, folding and packing completed articles after the run

Other Duties:
- Assist in posting and updating social media accounts of Pathos Screen Printing
- Participate in planning, coordinating, and attending agency wide staff meetings and trainings.
- Assist with fundraisers or outreach events.
- Other duties as assigned.

Qualifications and Education Requirements

Qualifications/Skills:
- Office Equipment Operation (phone, fax, copier, etc.)
- General Administrative Principals
- Screen printing process knowledge
- Strong graphic design skills
- Analytical skills
- Strong Leadership skills
- Time management skills
- High level of creative and artistic skills
- Familiar with desktop publishing tools and graphic design software such as Adobe Creative Cloud
- Standard software programs (Word; Excel; Internet,)

Ability to:
- Communicate effectively orally and electronically in writing
- Work effectively with limited supervision
- Works well with co-workers in a team atmosphere
- Works well with community youth and young adults
- Demonstrate flexibility to meet immediate needs and deadlines
- Prioritize work and exercise good judgment
- Manually operate large machinery
- Work with ink and chemicals on a daily basis
Education/Experience:
- High School Diploma or other comparable experience
- One to three years of graphic design or equivalent experience preferred
- One to three years of screen printing experience preferred

Physical Requirements:
- Facility to see read and distinguish printed and handwritten documents
- Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone
- Facility to constantly use hands and arms to input data into computer and use adding machine
- Ability to move boxes of files from one location to another; physical agility to lift and carry up to 20 pounds, and to bend, stoop, walk and reach overhead
- Ability to sit for extended periods of time
- Ability to stand for long periods of time
- Excellent hand eye coordination
- Must be able to concentrate for long periods of time
- Mental acuity to perform the essential functions of this position in an accurate, neat, timely fashion: to make good judgments and decisions; and to evaluate the results of decisions and judgments

Note:
This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Alliance adheres to the provisions of ADA regarding reasonable accommodation procedures.

Additional Requirements:
- Must complete finger printing and background check upon hire, at agency expense. Failure to pass fingerprint clearance or background may result in withdrawal of job appointment.
- Must have reliable transportation, a valid driver’s license and DMV clearance.
- Must be insurable

The values of the Alliance for Community Transformations are as follows:
- Confidentiality & Safety
- Equality & Respect
- Empowerment
- Personal & Professional Responsibility
- Social Change Through Education & Advocacy
- Sustaining Ourselves & Our Communities
The Alliance for Community Transformations is an equal opportunity, affirmative action employer. All qualified applicants will be considered regardless of race, color, religion, ancestry, national origin, age, gender, marital status, sexual orientation, medical condition or physical disability.

<table>
<thead>
<tr>
<th>Reviewed By:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved By:</td>
<td>Date:</td>
</tr>
<tr>
<td>Initial Job Description Date:</td>
<td>Revised Job Description Date:</td>
</tr>
</tbody>
</table>

| 10/21/2019 | 10/29/2019 |

*Upon Hire, this will be signed and dated by the applicant.*

__________________________________________________________________________  ____________________________
Signature                                      Date