



ALLIANCE FOR COMMUNITY TRANSFORMATIONS

PO Box 2075, Mariposa, CA 95338, (209) 742-6456, www.alliance4community.org

Job Title:	Program Specialist I	Job Category:	Community
Classification:	Community Based Services	WC Code #:	8742
Location:	Pathos Screen Printing	Travel Required:	Yes
Level/Salary Range:	\$17.51/hour	Position Type:	Full-time; 25 hours a week
HR Contact:	Denise Conway	Phone:	(209) 742-6456
Name:		Date of Hire:	
Immediate Supervisor:	Tyson Wellcome, Program Coordinator		
Benefits:	10 pro-rated paid holidays, 95 hours of paid time off per year, Cafeteria Plan with Health, Dental, Vision, Life Insurance, and Retirement Benefit Options.		

Applications Accepted By:

E-mail:
Applications@alliance4you.org
Subject Line: Pathos Program Specialist
Attention: Human Resources

Job Description

Role and Responsibilities

This position will be responsible for coordinating customer service and new projects. This position will be responsible for billing and following up on invoices. When internship program is running, this position will play a key role. This position will work Tuesday-Friday 11-5:30 pm. 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
- Oversee completion of contracts
- Seek out new customers and contracts
- Communicate clearly with customers
- Provide customer service and support (invoicing, follow up, documentation)
- Create and track invoices in QuickBooks
- Assist in maintaining accurate QuickBooks records
- Provide coverage of office and phones as needed
- Assists with preparation of intern training materials
- Other duties as assigned

Screen Printing Duties:

- Receive work order jobs for screen printing
- Examine work orders to determine estimated print time, ink and material quantities
- Troubleshoot problems as they arise with the team
- Dry, fold and pack completed orders after the process is complete as needed
- Other duties as assigned

Other Duties:

- Assist in posting and updating social media accounts of Pathos Screen Printing





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- Participate in planning, coordinating and attending agency wide staff meetings and trainings
- Assist with fundraisers and outreach events
- Other duties as assigned

Qualifications and Education Requirements

Education/Experience:

- High School Diploma/GED; college preferred;

Knowledge of:

- Office Equipment Operation (phone, fax, copier, etc.)
- Computers and Software Programs (Word; Excel; Internet);
- General Administrative Principles
- Screen printing process knowledge preferred
- Analytical skills
- Strong leadership skills
- Time management skills
- High level of creative and artistic skills

Ability to:

- Be accurate, reliable, punctual, well organized, careful and thorough;
- Communicate effectively orally, electronically and written;
- Work effectively with limited supervision and foster a team atmosphere;
- Prioritize work and exercise good judgment, schedule and manage workload;
- Demonstrate comfort and expertise in operating computers and other technology;
- Establish and maintain effective working relationships with clients, co-workers and the general public;
- Analyzing facts and exercising sound judgment in arriving at conclusions;
- Work well with community youth and young adults
- Demonstrate flexibility to meet immediate needs and deadlines
- Manually operate large machinery
- Work with ink and chemicals on a daily basis

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
- 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:





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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 for Community Transformations adheres to the provisions of ADA regarding reasonable accommodation procedures.

Additional Requirements:

- Must complete finger printing and background check upon hire, at Alliance 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

Alliance for Community Transformations Values: Confidentiality, Safety, Equality, Respect, Empowerment, Personal & Professional Responsibility, Social Change Through Education & Advocacy and Sustaining Ourselves & Our Communities.

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.

Reviewed By:		Date:	
Approved By:		Date:	
Initial Job Description Date:		Revised Job Description Date:	7/30/2021

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

Signature

Date

