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**Federal Work Study
Job Description Form**

Job Title: Program Assistant

Desired No. of Hires: 1-2

Department or Organization: Ascentria Care Alliance

Address (Off campus only): 425 Union St. Floor D, West Springfield, MA 01089

Supervisor: Michele Snizek

Designee: Margaret Downing

Site Supervisor: Kristen Lussier

Office: Campus Center 102A

Office: Campus Center 102G

Phone: 413-552-2268

Phone: 413-552-2557

Phone: 413-787-0725 ext. 407

Email: msnizek@hcc.edu

Email: mdowning@hcc.edu

Email: klussier@ascentria.org

General Job Description:

Ascentria Care Alliance is a non-profit agency that seeks to break the cycle of poverty, and build thriving communities where everyone has the chance to achieve their full potential, regardless of background or disadvantage. The agency provides various refugee and immigrant services. The program assistant position will assist various departments with general administrative duties.

Detailed List of Duties:

Internal office assistant providing administrative support to various departments (Resettlement, Employment, Education, ESL, Legal Services) with paperwork, maintaining files, maintaining database, meeting with clients, translation/interpretation services (when needed/if applicable).

Opportunities for Advancement: *Please list those duties an employee can expect to learn in terms of job growth, if rehired.*

Special projects as identified based on needs of the agency and particular skills/areas of interest of the student.

Responsibility Involved: *Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.*

Service to the public; must adhere to HIPAA.

Skills and/or previous experience desired:

Interest in human services. Bi-lingual/Multi-lingual is very beneficial but not required (our clients speak Russian, Spanish, Arabic, Nepali, and Swahili)

Amount of supervision required:

Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.): Able to commit to 3-6 hours a week for 2 months

How to Apply: Contact Margaret Downing, listed above.

Completed and Submitted By:

Kristen Lussier
Print Name of Supervisor

SNAP-Ed Program Coordinator
Title

08/12/2019
Date