



Temporary Position

JOB DESCRIPTION

<u>POSITION TITLE:</u>	Community Workshop Assistant
<u>SALARY CLASSIFICATION/ RANGE:</u>	\$15 per hour
<u>STATUS:</u>	Non-Exempt
<u>LOCATION:</u>	Main Offices, Oxnard, California
<u>POSITIONS SUPERVISED:</u>	None
<u>POSITION REPORTS TO:</u>	Community Services Manager
<u>CONDITIONS OF EMPLOYMENT:</u>	10 hours per week, Subject to Funding.
<u>WORKING ENVIRONMENT:</u>	Office and On-Site (Home) Environment

SUMMARY

Community Action of Ventura County seeks an enthusiastic Community Workshop Assistant for its Community Development Department. The Community Workshop Assistant is responsible for helping coordinate some elements of our virtual financial and mental wellness educational services and assist with social media campaigns.

At present, and until further notice, Community Action has modified its operations due to COVID- 19 and adheres to the CDC's health and safety guidelines and the federal OSHA requirements for workplace safety.

JOB PURPOSE

The Community Workshop Assistant is responsible for helping drive a successful financial and mental wellness workshop program. Because we strive to be barrier-free and client-centered, the position requires individuals who genuinely enjoy working with people, have the skills and capacity to respond in an empathetic and respectful way to clients who might be going through a difficult time.

DUTIES AND RESPONSIBILITIES

- Complete client intakes.
- Mail out resource materials for workshop participants.
- Assist with community outreach, surveys and other community assessments activities.
- Assist in the creation of content and posts for our social media platforms in English & Spanish.
- Perform other duties as assigned.

QUALIFICATIONS/REQUIREMENTS

- High School Diploma
- Bilingual Spanish and English.
- Computer literacy.
- Networking skills.
- Self-motivated.
- Excellent communication skills.
- Good interpersonal skills.
- Data entry experience.
- Able to work independently and in a team-oriented environment.
- Knowledge and practice using various media platforms.

PHYSICAL REQUIREMENTS, RESPONSIBILITIES AND WORKING CONDITIONS:

Must possess mobility to work in a two -story office setting and to use standard office equipment, including a computer. Stamina to maintain attention to detail despite interruptions, strength to lift and carry objects weighing up to 30 pounds. Vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Ability to sit or stand for extended periods of time in an indoor and/or outdoor environment. Support and implement Agency Policies and Procedures. Responsible for supporting and providing fair, impartial treatment to all employees, volunteers, and clients; support the CAVC Policies on Equal Opportunity including CAVC's policy on Sexual Harassment, and the Agency's Confidentiality Policy on Agency information, to all employees, volunteers, clients, and visitors. May encounter occasional contact with dissatisfied or upset individuals.

SELECTION PROCESS

Following an administrative review of each application, only the most qualified applicants will be invited to participate in an oral interview. After the hiring interviews have been completed, a background check to include verification of criminal records will be conducted on the candidate (s) being considered for employment. Once the background check (s) have been completed and reviewed, a conditional offer of employment will be made to the recommended applicant for hire. The recommended applicant shall submit original documentation to establish both work authorization and identity (Birth Certificate, Passport, Social Security, etc.) (*Per the Immigration Reform and Control Act of 1986*).

DISCLAIMER

This job description is not designed to be an exhaustive list of duties nor is it intended to be a written or implied contract. CAVC reserves the right to modify job descriptions.

APPLICATION DEADLINE:

Please send a PDF cover letter and PDF resume to clozano@ca-vc.org, no later than March 25th at 5 PM. and include **Community Workshop Assistant** in the subject line.

CAVC is an equal opportunity employer.