



Amador Tuolumne Community Action Agency

JOB ANNOUNCEMENT

Position:	Central Sierra Connect Project Manager/Executive Assistant	Location:	Amador/Tuolumne County (TBD)
Salary Range:	\$20.82 - \$26.57 DOE	Final Filing Date:	Open until filled. EOE

APPLICATION PROCEDURE:

ALL APPLICANTS MUST SUBMIT AN ATCAA JOB APPLICATION IN ORDER TO BE CONSIDERED FOR AN INTERVIEW

Applications may be obtained and submitted to:

Amador Tuolumne Community Action Agency
935 S. State Highway 49
Jackson, CA 95642
Ph: (209) 223-1485
Fax: (209) 223-4178
www.atcaa.org/employment

Amador Tuolumne Community Action Agency
427 N. Highway 49, Suite 202
Sonora, CA 95370
Ph: (209) 533-1397
Fax: (209) 533-1034
www.atcaa.org/employment

Notification: All applicants will be notified by: March 08, 2018

Full Benefits Package:

- Health/Dental Insurance – 75% Employer paid
- Vision Insurance – 100% Employee paid
- Voluntary Life/AD&D Insurance – 100% Employee paid
- Retirement (Money Purchase Pension Plan) – **7.5 % employer contribution and 100% vested upon regular status**
- 3 weeks paid time off and 12 paid holidays per year
- Eligible employee membership with Golden 1 Credit Union

Hours: 40 per week

ABOUT ATCAA & THE POSITION

Our Mission Statement:

- To help individuals in Amador and Tuolumne counties toward self-sufficiency.
- To assist local residents in becoming involved and contributing members of our community.
- To promote family and other supportive environments so that children, youth and elders can achieve their maximum potential.
- And, finally, to form partnerships and coalitions within the community to meet these needs.



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Job Definition: Under general supervision of the Executive Director, the CSC Project Manager & Executive Assistant will lead the CSC in implementing its strategic goals, including efforts to close the broadband digital divide through strategies such as increased access and affordability to high speed internet, training and adoption of the internet, and resourcing local internet service providers to assist with efforts to increase high speed internet. The CSC Project Manager & Executive Assistant will guide communications, information, website, and public relations of the Central Sierra Connect Broadband Consortium working with a diverse network of local stakeholders and decision makers. The CSC Project Manager & Executive Assistant will be the point person for Community Services Block Grant (CSBG) reporting in addition to results oriented management, and accountability standards and practices. The CSC Project Manager & Executive Assistant will also assist the Executive Director on agency-wide issues and planning, and provide general support to the Executive Director

Supervisor: Executive Director

Supervises: Interns, Volunteers, temporary help on an as needed basis

Minimum Qualifications:

- Five years of experience in communications, resource development and strategic planning or related field listed above;
- Demonstrated organizational skills;
- Strong writing skills;
- Ability to speak in public setting;
- Experience in marketing or outreach;
- Electronic media and social networking strategies knowledge and experience;
- Experience in database or excel spreadsheet use for data extrapolation;
- Ability to lift 30 pounds.

Desired Qualifications:

- Grant writing experience;
- Experience in marketing and electronic media and social networking strategies;
- Experience with community outreach and fund raising;
- College degree (BA, BS, AA, AS) in social sciences, human services, communications, marketing or related degree from an accredited college; or five years of experience in communications, resource development and strategic planning or related field listed above.

A copy of the full job description is available at www.atcaa.org/employment