



BRIDGING CULTURES COMMUNITIES & GENERATIONS

CISC, a non-profit organization, helps immigrants throughout King County achieve success by providing information, referral, advocacy, social, and support services.

JOB ANNOUNCEMENT

TITLE: Program Assistant – Community Living Connections (Information & Assistance)

REPORTS TO: CLC Program Supervisor

HOURS: Full-time, Non Exempt Position, Monday – Friday, 8:30 am – 5:00 pm

SUPERVISORY RESPONSIBILITIES: None

PAY RANGE: \$22.77 - \$24.84 per hour

ABOUT: CISC is a non-profit organization, founded in 1972, that supports immigrants and their families by creating opportunities for them to succeed, while honoring their heritage. We provide youth, family, and senior services including preschool, after-school, ESL/naturalization, in-home care case management, and healthcare navigation programs. We serve immigrants who speak Cantonese, Mandarin, Russian, Vietnamese, Spanish and additional languages at our office locations and numerous community-based sites throughout King County, Washington.

Our core values are Community, Compassion, Empowerment, Equity, and Inclusion. Read more about our core values, Land Acknowledgement, and equity statement at cisc-seattle.org/about-us.

JOB SUMMARY: The **Program Assistant** will provide support service which is primarily targeted at ethnic Asian minority groups, under close supervision of the program supervisor. Experience in working with low-income and/or limited or non-English speaking immigrant families, disabled adult and elderly in Seattle/King County highly desirable. Extensive outreach (50%) to collaborative sites, such as senior buildings and community centers is required.

JOB DUTIES:

- Provide information and direct assistance such as translation, interpretation, clerical assistance and/or advocacy to clients to access community and government resources and/or related programs under the supervision of senior program staff or supervisor
- Assist in conducting and scheduling public information and education workshops and events in collaborative sites
- Prepare flyers, activities calendar and outreach materials for the program
- Update and maintain client data tracking record and compile data for monthly reporting
- Other duties as assigned

QUALIFICATIONS:

- Basic knowledge of state and Federal public assistance programs.
- Excellent customer service skills and some social service experience.
- Bachelor's degree in social service or related human services field preferable.
- Fluent in English and Chinese, both Cantonese and Mandarin (both verbal and written proficiency required)
- Valid Washington State driver's license, access to private transportation, and auto insurance.
- Proficiency in MS office and Chinese typesetting preferred.
- Empathetic, patient, outgoing and a team player.

JOB REQUIREMENT:

- Must have access to private transportation for outreach activities



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- Attend recommended training and obtain certification such as ACA In-Person Assister (within 6 months) and AIRS certification (within 2 years)
- Employees must reside in Washington state and be within a reasonable distance to their King County worksite to respond to workplace reporting requirements.

BENEFITS:

- Health Insurance (Medical, Dental, and Vision)
- Flexible Spending Arrangement plan
- Life insurance
- Accrue up to 8 hours paid sick leave per month
- Accrue up to 8 hours paid vacation per month
- Accrue up to 3 paid floating holidays annually
- 11 paid holidays annually
- 401k Retirement plan (with employer discretionary contribution + matching contribution)
- Transportation stipend (available for staff required to work at the Seattle office location)

LOCATION:

CISC Office
611 South Lane Street
Seattle, WA 98104

APPLICATION:

Submit resume and cover letter to: CISC
Attn: Human Resources
611 South Lane Street
Seattle, WA 98104

Or email resume and cover letter to: jobs@cisc-seattle.org

CLOSING DATE:

Open until position filled

CISC is an Equal Opportunity Employer

CISC is an Equal Opportunity Employer and dedicated to a policy of non-discrimination in employment on any basis including race, color, creed, citizenship status, national origin, ancestry, gender, genetic information, sexual orientation, gender expression or identity, age, religion, pregnancy or pregnancy-related condition, physical or mental disability, marital status, veteran status, political affiliation, or any other characteristic protected by law. Reasonable accommodation will be provided for persons with disabilities.