

Veteran Community Initiatives, Inc.
727 Goucher Street, HGA, Wing A
Johnstown, PA 15905
vcinfo@atlanticbbn.net

Position Summary:

Program Specialist-Full-time

Major Accountabilities:

Perform and assist with professional job search assistance and career counseling
Work with office administrative and operational staff as assigned
Set-up and assist with job fairs/educational workshops/outreaches
Communicate/counsel VCI clients as needed to provide information requested
Responsible for assisting with all special events and fundraising campaigns
Work with internship and senior work programs
Provide social media marketing and IT support
Provide and ensure professional, superior customer service to all internal and external VCI clients, members, board and staff and other community contacts
Ensure the absolute security and confidentiality of all VCI records
Knowledge of QuickBooks/Financial background preferred
Provide administrative support to VCI/President/CEO, and/or designated individuals
Knowledge of and/or willing to learn and perform grant writing
Other tasks as assigned

Qualifications:

Ability to work a flexible schedule if needed
Ability to work with individuals of diverse backgrounds and ages
Valid transportation and a current driver's license

Education:

Bachelors in Business/Management/Human Resources/Human Services preferred
Veterans preference if applicable

Experience:

Past work history/military experience to "Get the job done" excuses not acceptable

General Skills Required:

Accurately type 30 to 40 words per minute
Proficiency in basic office skills performance with Microsoft Office Suite
Excellent oral and written communications skills and the ability to communicate clearly
Function as an integral part of the organizational team
Ability to plan, organize and prioritize work as needed
Ability to effectively identify, analyze and solve problems
Ability to make sound judgements in decision making and to work independently
Ability to adapt well to changing circumstances, direction and strategy
Ability to prepare reports, filings, calculator, fax and copier

Salary:

Competitive. Dependent upon qualifications/background/needs of the organization

