

Program Support Assistant

Reports to: Administrative Support Coordinator

Status: Part – Time, Non-Exempt

The Program Support Assistant supports the therapeutic services programs, providing a solid efficient operational foundation for the work of the agency's direct service staff. This person is responsible for providing routine food service activities for food and events as well as administrative support duties as part of the Administrative Assistant team.

Responsibilities:

Food and Events Assistant Duties:

- Assist coordinator in
 - Prepping and serving meals
 - Food purchasing
 - Maintaining stock levels of pantry and supply rooms
 - Maintaining a clean and working kitchen
 - Set up of rooms
 - Keeping linens for agency functions
- Exhibit MI's core values: respectfulness, stewardship, innovation, collaboration and hope.
- Attend scheduled team meetings as needed.
- Perform other duties as assigned by Supervisor.

Administrative Assistant Duties:

- Answer and thoroughly screen incoming calls
- Receive and distribute all incoming and outgoing interoffice mail
- Collect and update information for new client intake/triage and serve as back up for all incoming calls
- Schedule, cancel, and modify client appointments in Clinicians Desktop, and Waitlist
- Collect and properly document all client monies received
- Maintain efficient office work flow, process fax, postage, distribute and sort mail etc.
- Properly greet and direct clients, visitors, and volunteers to their appropriate location
- Provide coverage in the absence of other members of the administrative assistant team
- Provide general office support and complete other duties as assigned by Administrative Support Coordinator/Intake Coordinator

Qualifications/Requirements:

- High School Diploma or equivalent, some college work preferred
- Bilingual English/Spanish
- Familiar w/ Microsoft Office and able to type 40 words/ minute
- Detailed Oriented
- Must obtain Food Service Manager Certificate and ServSafe Certificate.
- Willing to work flexible hours to accommodate evenings and some weekends.
- Must maintain a valid TX Driver's License at all times

- Excellent interpersonal skills and communication skills.
- Knowledgeable and creative regarding food preparation.

Knowledge, Skills and Abilities Required

- Knowledge of supplies, equipment, and/or services ordering and inventory control.
- Ability to follow routine verbal and written instructions.
- Ability to read and write.
- Ability to understand and follow safety procedures.
- Ability to safely use cleaning equipment and supplies.
- Ability to lead and train staff and/or students.
- Ability to lift and manipulate heavy objects.
- Knowledge of food service lines set-up and temperature requirements.
- Skill in cooking and preparing a variety of foods.
- Knowledge of food preparation and presentation methods, techniques, and quality standards.

Working Conditions and Physical Effort

- Considerable physical activity. May require handling of objects that can weigh up to 50 lbs.
- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.
- Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.

Interested:

- Applications are currently being accepted. The position will remain open until filled. Please send resume to: Bridgette Contreras, bcontreras@momentousinstitute.org.
- Momentous Institute maintains a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Momentous Institute hires, trains, and promotes all qualified employees without discrimination on the basis of race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

Policy Statement

No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute will fully cooperate with authorities if allegations of abuse are made requiring investigation.