



To reach the pinnacle in our field, we must provide superior service to our clients, and this means employing the best people. As a member of the Zumbro House team, you are critical to our success. Through your dedication and performance, we can reach our goal of being the premier provider of services for individuals with developmental disabilities, mental illness and high supervision needs.

Zumbro House, Inc. strives to create an exciting, challenging and rewarding work environment that allows you to flourish. We want you to build a long and successful association with Zumbro House, Inc. and be a happy and productive member of our team. Through your dedication, creativity, perseverance and efforts, our company will continue to grow and excel, and the clients we serve will continue to live happy, productive lives in the community. Although we certainly value previous experience in the field, we prefer to hire bright and caring individuals who are motivated to help others lead successful lives in the community.

Job Title: Program Assistant

FLSA Classification: Non-exempt

Reports To: Director of Operations/245D Division Director

Last Updated: 01/20/21

Job Overview

The Program Assistant will provide administrative and staff support for general organizational operations. The ideal candidate is good at problem solving, prioritizing and planning work efficiently, as well as demonstrates accuracy and thoroughness, monitors own work to ensure quality, is adaptable to changes in the work environment, and is dependable and on-time.

Essential Duties and Responsibilities

- Handle sensitive/confidential information of persons served.
- Coordinate materials for training, meetings, and other activities of the organization.
- Monitor/track annual client meetings and calendars.
- Support program department in monitoring and scheduling appointments.
- Respond to requests for information and/or forward messages to appropriate staff.
- General office duties such as data entry, filing, scanning, copying, faxing, etc.
- Update office tools routinely; disperse accordingly.
- Coordinate online shopping for individual sites.
- Complete special projects as assigned.

Required Skills/Abilities

- Strong verbal and written communication skills.
- Ability to problem solve independently or in a group setting.
- Excellent organizational skills and ability to audit and track data.



- Ability to multi-task.
- Ability to learn and implement new technology.
- Ability to pass background study and maintain background clearance.

Education and Experience

- Minimum of two years office administrative support experience preferred
- Computer proficiency, including Microsoft office programs and Google Docs

Because of the broad nature of this position, this job description is not intended to be inclusive of all job requirements and responsibilities. The Program Assistant is expected to perform other job-related duties as assigned.

I understand that my employment is probationary for 90 days following the date of hire.

I understand and agree to perform all tasks documented in this job description.

Employee Name (please print clearly)

Date

Employee Signature