



Come work at CSS Workforce NY's Emerging Workforce Program. We are looking to hire a full-time Program Assistant to help us keep growing. If you're hard-working and dedicated, CSS Workforce NY is an ideal place to get ahead.

Apply today!

**Responsibilities for Program Assistant -**

- Represent the agency for program-related matters
- Correspond with upper management regarding goals and objectives of program
- Carry out administrative tasks as required to facilitate an efficient working environment
- Communicate with customers, team members and supervisors
- Ensure operations and efforts are always favorable to the program objective
- Perform additional tasks as may be required by superiors
- Answer customer or client inquiries
- Data entry

**Qualifications for Program Assistant -**

- Prior experience working as a program assistant in a relevant field
- Proficient with computer technology and Microsoft Office applications
- Strong oral and written communication skills
- Excellent problem-solving skills
- Professional and pleasant demeanor
- Exceptional time management and organizational skills
- Sharp attention to detail with an ability to multitask
- Reliable and diligent worker
- Able to sit, stand and move around for long hours at a time

Pay: \$15.50 - \$16.50 per hour, Schedule: 8-hour shift

**Benefits -**

401(k), Health insurance, Paid time off

Ability to commute/relocate: Bath, NY 14810: Reliably commute or planning to relocate before starting work (Required)

Interested candidates may send a resume to Phyllis Balliett at [balliettp@csswfny.com](mailto:balliettp@csswfny.com).