

City of Chelsea Job Posting

Position: Program Assistant, Part-time

Dept: Chelsea Community Schools, Dept. Health & Human Services

Salary: \$12 - \$15 per/hour

PROGRAM ASSISTANT

Duties: The Program Assistant will perform a variety of clerical duties that support the weekday programs housed at the Williams School, 180 Walnut Street, Chelsea, MA. Responsibilities shall include: the organization and maintenance of a variety of records and materials, handles registration documents and cash transactions, the ability to analyze situations accurately and take effective action to insure a positive experience for all Chelsea Community Schools participants.

Requirements: High School diploma required with post-secondary degree preferred. Excellent organizational skills; detailed oriented, ability to handle multiple task simultaneously. Strong computer literacy skills. Experience working effectively with community based programs and handles multiple priorities effectively, bilingual capabilities (English/Spanish) required.).

Please send cover letter and resume to Human Resources Department, City of Chelsea, 500 Broadway, Chelsea, MA 02150 or email jobs@chelseama.gov Application will be accepted until position is filled. The City of Chelsea is an Equal Opportunity Employer.

