



## **JOB POSTING**

**POSTING DATE:** August 25, 2016  
**POSITION:** QIS Program Assistant  
**PAY RATE:** \$12.75-\$13.75  
**HOURS:** Full-Time, 40 hours/week (Mon – Fri, 8:00 a.m. – 4:30 p.m.)  
**REPORTS TO:** QIS Training Coordinator

### **POSITION SUMMARY:**

The Quality Improvement System Program Assistant provides a full range of administrative support to the Quality Improvement System (QIS) unit and Child Care Services. The Program Assistant assists in logistical tasks associated with scheduling, enrollment in and facilitation of community-based presentations. The Program Assistant represents United Way of Connecticut and engages in consumer education by providing overviews of the Quality Improvement System and Child Care Services at training sessions. This position strives to fulfill the mission of United Way of Connecticut (UWC) at all times while at work.

### **QUALIFICATIONS AND SKILLS REQUIRED:**

- Associate's degree in secretarial sciences or a related field with one year related administrative experience preferred or a High School Diploma/GED with three years of related administrative experience required.
- Knowledge and experience in office systems and procedures required.
- Proficiency with MS Office applications, including MS Excel, and the ability to format and design documents required.
- Strong customer focus in all tasks and activities, even while under pressure.
- Ability to work and produce in a team environment.
- Ability to relate well to people from diverse groups.
- Bilingual, English/Spanish preferred.
- Considerable knowledge of proper grammar, punctuation and spelling a necessity.
- Ability to work under moderate supervision.
- Ability to maintain a high level of confidentiality in day-to-day duties.
- Effective written and verbal communication and presentation skills. Some public speaking experience required.
- Must be able to travel to all regions of Connecticut at all times; hold valid CT Driver's License, Registration, Insurance and reliable transportation.
- Requires flexible work schedule including nights and weekends.
- Ability to perform job with integrity and values consistent with the UWC Mission.
- Performs other duties as assigned.

### **TO APPLY:**

**Submit resume and cover letter explaining how you qualify  
via email to [recruitment@ctunitedway.org](mailto:recruitment@ctunitedway.org).**

**DEADLINE FOR SUBMISSION OF RESUME AND COVER LETTER: September 24, 2016**

**As a VEVRAA Federal Contractor, United Way of Connecticut, Inc. desires priority referrals of protected veterans for positions at its location at 1344 Silas Deane Hwy, Rocky Hill, CT 06067.**

Any questions may be referred to [Recruitment@ctunitedway.org](mailto:Recruitment@ctunitedway.org).

United Way of Connecticut is an Affirmative Action/Equal Opportunity Employer.  
Male/Female/Disability/Veteran  
[www.ctunitedway.org](http://www.ctunitedway.org).

United Way of Connecticut, Inc. endeavors to make [www.ctunitedway.org](http://www.ctunitedway.org) accessible to any and all users. If you would like to contact us regarding the accessibility of our website or need assistance completing the application process, please contact (860) 571-7500. This contact information is for accommodation requests only and cannot be used to inquire about the status of applications.