



## CALIFORNIA INDIAN MANPOWER CONSORTIUM, INC.

738 North Market Boulevard

Sacramento, California 95834

(916) 920-0285 ♦ 1-800-640-CIMC ♦ (916) 641-6338 FAX

1-800-748-5259 (TDD/Hearing Impaired)

[www.cimcinc.org](http://www.cimcinc.org)

# JOB ANNOUNCEMENT

POSITION: H RTP Project Assistant  
(Open)

CLOSING DATE: Open Until Filled

WORKSITE: TBD

STARTING PAY: \$19.49 – \$20.48 per hour

DOE

CONTACT PERSON: Jovelle Schuyler

Human Resource Manager

**RESPONSIBILITIES:** The H RTP Project Assistant shall be responsible for providing administrative and clerical support to the H RTP Project Coordinator, CIMC Field Operations Coordinator – EFO, and Workforce Development staff working on this project. Shall perform administrative duties assisting with program implementation and operation. Shall be responsible for providing administrative support for training sessions, workshops, and meetings, including coordinating logistics and materials, making travel arrangements, and providing on-site support. Shall perform duties consisting of data entry, word processing, filing, recordkeeping, mailing, and copying.

**REQUIREMENTS:** Two (2) years related administrative or secretarial work experience demonstrating the knowledge and abilities; or one (1) year administrative or secretarial work experience demonstrating the knowledge and abilities with one (1) year post-secondary education or training in the secretarial or business field.

**KNOWLEDGE OF:** Office administration, procedures, and practices; Business English, usage in spelling, grammar, punctuation, and vocabulary; advance word processing, spreadsheet, and presentation software techniques; Microsoft Office programs.

**ABILITY TO:** Coordinate meetings and training sessions; organize and maintain complex files and records, including electronic records; write routine business correspondence; present information effectively and respond to questions from staff and general public; communicate effectively both verbally and in writing; work with the public and provide quality customer service; apply common sense understanding to carry out complex instructions; operate standard office equipment including computer equipment and standard office software programs including word processing, spreadsheet, and database programs; be flexible, work independently and under pressure of time constraints; travel on a regular basis.

**OTHER QUALIFICATIONS:** Strong analytical, problem solving, basic math, and time management skills. Good decision-making ability and attention to detail. Must have a valid California driver's license, good driving record, own transportation, and adequate insurance.

### GENERAL INFORMATION:

CIMC Applications are available at [www.cimcinc.org](http://www.cimcinc.org). CIMC offers a competitive benefits package.

Attention to: Jovelle Schuyler, Human Resource Manager  
California Indian Manpower Consortium, Inc.  
738 North Market Boulevard  
Sacramento, California 95834

A CIMC Application must be completed and submitted to any CIMC Office or emailed to [receipt@cimcinc.com](mailto:receipt@cimcinc.com) for consideration, until this position is filled. Reasonable efforts will be made to accommodate persons with disabilities. Please notify the contact person at the telephone number listed above in advance of any special needs.

Qualified Indians will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (24 U.S.C.450, et seq.) and other relevant laws.

In accordance with the Immigration Reform and Control Act of 1986, the individual selected will be required to provide employment eligibility verification to prove eligibility to work in the United States prior to employment.

Successful completion of a criminal history background check will be required of the candidate selected for this position.