



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

JOB ANNOUNCEMENT

POSITION: Elders Program Specialist (Open)

CLOSING DATE: Open Until Filled

WORKSITE: CIMC Central Office
738 North Market Boulevard
Sacramento, California 95834

STARTING PAY: \$23.75 - \$29.66 per hour
DOE
CONTACT PERSON: M. Ligaya Hattari
Human Resource Manager

RESPONSIBILITIES: The Elders Program Specialist shall assist the Elders Program Coordinator with program implementation and operation. Shall assist with monitoring CIMC Elders Program activities, supervision of office, program outreach, information and referral services and nutrition services. Assist with insuring activities are operating at an acceptable level with respect to program goals and objectives.

REQUIREMENTS: At least three (3) years related program experience in federally funded programs demonstrating the knowledge and abilities, and an Associates degree with major work in Business or related field.

KNOWLEDGE OF: Operating requirements, rules and regulations of the CIMC Elders Program; program services available; basic computer operations including web-based conferencing methods; Microsoft Office programs.

ABILITY TO: Analyze and interpret program rules, regulations, and operating procedures; analyze data, maintain and organize information and records and prepare reports; present information effectively; communicate effectively both orally and in writing; facilitate workshops and training; operate standard office equipment including computer equipment and office software programs including word processing, spreadsheet and database programs; travel on a regular basis.

OTHER QUALIFICATIONS: Strong verbal and written communication skills. Strong interpersonal, analytical, and organizational skills and attention to detail. A valid California driver license, own transportation, good driving record, and adequate insurance.

GENERAL INFORMATION: CIMC Applications are available at www.cimcinc.org

Attention to: M. Ligaya Hattari, 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 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.