THE SALVATION ARMY
ALASKA DIVISION

"Doing the Most Good" is the Salvation Army's distinct identifiable message. It is a promise we make to all---contributors, clients, associates, and officers. It is also a promise to our employees to do the most good by offering a greater sense of purpose in their work, by providing training and mentoring opportunities, and by offering pay and benefits that allow employees and their families to feel secure in their futures.

POSITION VACANCY ANNOUNCEMENT

Program Assistant – Part Time
Anchorage Corps Community Center

Date Posted: 08/11/2014 Closing Date: Open Until Filled

The Salvation Army's Anchorage Corps Community Center has an opening for a part time Program Assistant. This position assists with all aspects of the Community Center program to include administrative duties, facilities care and maintenance, and the planning, coordinating, and implementing of activities within the Community Center. The position works directly with management, members of the public, and other staff. This is a part-time position, approximately 25 hours per week. The normal work schedule would be from 4:00 – 9:00 p.m., Monday-Friday; occasional Saturday hours would be required to support special Saturday events.

Minimum Qualifications:

- High school diploma or equivalency
- Knowledge of computer applications and experience with Microsoft Office Suite
- Ability to use general office equipment, general cleaning supplies and equipment, and recreation equipment
- Ability to use diplomacy and good judgment when interacting with others and to maintain professional conduct at all time
- Demonstrated ability to work with children in a team environment
- Effective communication skills, both verbal and written
- Current CPR and First Aid Certification
- Current Alaska driver's license, Class B preferred, with acceptable driving and criminal history records

To apply for this position:

Visit our website at www.salvationarmyalaska.org/alaska/career_opportunities, download and complete the application, and fax it to 907-276-2612 or mail to/drop off at 143 E. 9th Avenue, Anchorage, AK 99501. Please attach your resume or CV to the completed application form. If you need assistance or accommodation to apply for this position, please contact Human Resources at 907-339-3436.

The Salvation Army is an Equal Opportunity Employer

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