

HETP Program Assistant
Temporary Grant Funded Position

Title: Temporary Program Assistant

Location: Greater Ithaca Activities Center

Pay: \$13.26 per hour

Type of Employment: Part-time, 25-30 hours per week, temporary 2 month position

Minimum Qualifications:

- Maintain confidentiality with access to sensitive information
- Effectively communicate with a diverse population including business owners, participants, and guest speakers, to name a few
- Willingness to learn
- Self-starter who can work well independently
- Basic word processing
- Professional written and verbal communication skills
- Available to work evenings and weekends periodically

Special Requirements:

The work involves assistance with planning, implementing and operating an employment training program for careers in the hospitality and other industries. The incumbent will prepare the training space for workshops including assisting guest speakers and participants with logistical information. The incumbent will assist with marketing and promoting the training program as well as outreach and communications. In addition, the incumbent will research business and community resources as well as collect and organize data and records for the program. Does related work as required.

To Apply:

Submit required application materials by July 31, 2019:

City of Ithaca
Human Resources Department
108 East Green Street
Ithaca, NY 14850
(607) 274-6539
Web site: <https://ithaca-portal.mycivilservice.com>

The City of Ithaca is committed to Equity and Inclusion. We encourage those with similar values to apply.

Issued: July 17, 2019