SCHOOL SUPPORT SECRETARY
PROMOTIONAL / OPEN COMPETITIVE
$2,642—$3,475/per month

Why MUSD?
Promotional Opportunities ~ Family Atmosphere ~ Opportunity to educate our community for the future ~ an Extensive Employee Assistance Program—EASE ~ generous vacation and paid holidays for full-time employees

Requirements for Position:
The Montebello Unified School District is seeking an energetic and outgoing individual interested in working in a dynamic, fast-paced environment.

Graduation from high school or G.E.D. equivalent. Two years of increasingly responsible office administrative or secretarial experience; or some combination of education, training and experience that produces the requisite knowledge and ability.

Special Requirements: The ability to keyboard input 45 net words per minute from clear copy is required. Positions in this class may require the use of verbal and written abilities in a second designated language.

Health and Welfare Benefits :
*Medical *Dental *Vision *Life Insurance *CalPERS(retirement)

How to apply: Additional information together with the application and supplemental are available online at: www.montebello.k12.ca.us/classified, or you may visit the Automated Employment Information Center located in our main lobby.

Montebello Unified School District
Personnel Commission
Classified Human Resources

Last day to apply Monday, December 7, 2009 by 4pm
Phone: 323-887-7926
Fax: 323-887-5897
Date: 11/12/2009

Job Title: Economic Development Coach

Opening Date: Immediately

Position: Full-Time for 6 months until June 30, 2010

Submit Resume to: Elisabeth Aguayo, Fax (562) 864-3512 or Email: eaguayo@vfnet.com

Position: Economic Development Coach

JOB SUMMARY: Under the supervision of the Director of Community Services, work to implement program strategies that enhance the economic well being of community residents. Implement culturally and linguistically appropriate outreach strategies. Coordinate and link EITC, job training/job placement, ESL, and GED programs to Neighborhood Action Councils (NACs) and agency clients. Assist residents and clients in development of small business opportunities. Attend community meetings and maintain/complete reports.

DUTIES & RESPONSIBILITIES:

- Enhance economic well being of families with children
- Develop culturally and linguistically appropriate outreach strategies
- Coordinate and link job training/job placement opportunities
- Schedule weekly one-on-one meetings with clients
- Aid in ensuring that families are offered opportunities to achieve economic stability
- Identify gaps in employment training and job placement resources
- Work closely with assigned personnel and coordinate resource sharing
- Attend agency and community functions
- Prepare required monthly reports, communications and other documentation
- Develop strategies for small business development in neighborhoods with NACs
- Other duties as assigned

ABILITY TO:

- Work in team environment
- Work well with minimal supervision
- Prioritize tasks, meet deadlines, and manage time efficiently
- Work a flexible schedule, including evenings and weekends

DESIRABLE SKILLS & QUALIFICATIONS:

- Bilingual (Spanish/English) required
- Ability to work well with diverse client populations
- Ability to do neighborhood based research on small business opportunities for residents
- Knowledge of social services and community resources
- Excellent oral and written communication skills
- Experience working with employers and the business community preferred
- Degree in related field or combination of equivalent work experience and education
- Accessible transportation, appropriate auto insurance coverage, bondable, and a valid Calif. Driver’s license
Position Description

Title: Intake Coordinator

Benefits: Health, dental, and vision. Option to participate in 403 (b) retirement plans

Hours/Week: Full-time/40 hours

Start / Ending date:

Reports to: FamilySource Center Director/Sr. Case Manager

Summary: The Intake Coordinator will serve as a point of entry for clients. The Intake Coordinator will conduct intakes, family assessments, one time service referrals and follow up with clients as needed. Intake Coordinator will also work closely with FSC case managers and Data Administrator to ensure the FamilySource Center clients are provided with all the appropriate resources. Maintain program database “File Maker Pro” for client case accountability.

Responsibilities and Initiatives:
- Attend to clients as the point of entry to FamilySource Center program
- Conduct family intakes, needs assessments and coordinate with case managers
- Provide and maintain appropriate data and files of the children and families
- Enter client data into “File Maker Pro” database
- Develop weekly, monthly reports from program database
- Schedule client appointments and conduct routine follow ups
- Attend community meetings representing YPI and the FSC program
- Assist in program evaluation;
- Help in answering phones, faxes and emails
- Participate in all appropriate sessions, trainings and meetings
- Assist in development and coordination of special assignments and programs
- Maintain a professional attitude, confidentiality, and respect cultural differences
- Complete all other duties as assigned

QUALIFICATIONS:
H.S degree required or GED completed, college classes preferred
1-3 years experience in community, social, public school system and/or volunteer work.
2 years experience working in the non-profit field.
Excellent communication and organizational skills; strong written and interpersonal skills
Class C Driver's License, automobile, auto liability insurance, good driving record;
Bilingual English/Spanish required
Experience working with individuals with diverse ethnic, social and educational backgrounds
Demonstrated ability to work effectively as a member of a team
Proficient in Microsoft Office (Word, Excel, Access, PowerPoint)

Please submit resume to jobs@ypiusa.org or fax to 818.899.5588. No phone calls please.