



United Way of  
Northern California

## Program Specialist – Siskiyou

- Full time, non-exempt position
- Salary \$18-22/hour, commensurate with background and experience
- Position is based in Siskiyou County
- Reports to the Senior Director of Programs or designee
- To apply, please send a cover letter and resume to [employment@norcalunitedway.org](mailto:employment@norcalunitedway.org)

### The Mission and Opportunity

United Way of Northern California (UWNC) fights for the health, education, and financial stability of all residents in the region. Through our operation of the 211 helpline and our disaster response and recovery activities, we are there for residents during times of crisis. Our work is informed each day by activities that promote unity, diversity, equity, and social justice in our communities. Passion for our mission and values is essential to a successful employment experience at United Way.

### Position Summary

The Program Specialist – Siskiyou supports a variety of functions in pursuit of United Way of Northern California’s mission of fighting for the health, education, and income of all North State residents. Principal duties involve community outreach activities; support of the Disaster Preparedness and response programs; Health Enrollment recruitment, and the 2-1-1NorCal program. This role requires customer service and orientation, a high degree of professionalism, and an ability to work in a fast-paced environment and respond proactively to changing priorities.

### Principal Job Responsibilities

- Assist Program Department leadership and coordinate with stakeholders and partners to deliver UWNC programs in Siskiyou County.
- Research, coordinate, and staff community outreach opportunities on behalf of UWNC and its programs, including public events, job and health fairs.
- Assist in the development of external communications. Help spread the word about UWNC and its programs through appropriate general media and social media outlets.
- Provide administrative support to program management staff; assist with general grant and program administration as necessary.
- Assist at UWNC public events.
- Other duties as assigned.

### **Preferred Skills and Attributes**

- Flexible and adaptable.
- Personable; works well in a team environment.
- Excellent customer service skills.
- Strong skills in communication and documentation over the phone and computer.
- Comfortable and effective in interactions with individuals from diverse backgrounds and varying socio-economic circumstances

### **Qualifications**

- Minimum AA degree or equivalent experience. preferably in customer service, education, health or human services, or related fields; bachelor's degree preferred.
- Experience in professional and public interactions with a wide variety of diverse populations.
- Demonstrated computer abilities. Proficiency in Microsoft Office suite, especially Word, Excel, PowerPoint; webpage and social media background a plus.
- Experience in the social services field is a plus.
- Staff/volunteer experience in the non-profit realm is a plus.
- Bilingual/multilingual is a plus.
- Valid driver's license is required. Must have access to reliable transportation in a vehicle carrying valid and current insurance.
- Must be able to work comfortably on a keyboard through an eight-hour shift.
- Must be able to lift and carry up to 15 pounds.

*United Way of Northern California offers medical, dental, and health benefits; paid vacation and sick time; 12 paid holidays per year; company-paid life insurance, 401k Retirement Savings Program, and an Employee Assistance Program.*

*This position requires occasional availability for nights and weekends. It also requires travel throughout Siskiyou County and occasionally elsewhere in the region.*

*UWNC is an Equal Opportunity Employer. Employment at UWNC is contingent on submission to background checks, including criminal and DMV checks.*

*All UWNC employees are required to be vaccinated against Covid-19.*

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