

### JOB VACANCY

Position: Community Services Technical Assistant

Location: 227 E. Washington Boulevard, Fort Wayne

Hours: Ten-20 per week, will vary based on need, will include evenings and weekends.

Starting Salary Range: 18.00-20.00

---

### JOB SUMMARY

The Community Services Technical Assistant provides support to the Vice President of Community Services.

---

### JOB DUTIES

1. Assist with grant applications by reading, researching, and routing correspondence, collecting and analyzing information, writing and proof reading, assemble data for grants, initiating communications, and serving as liaison with funders.
  2. Assist with CAA Connect implementation. Work to achieve the goal of division-wide database.
  3. Collect and organize documents for weekly, monthly, and quarterly reports. Write said reports.
  4. Assist the President/CEO at his request.
  5. Implement Brightpoint values at all times.
- 

### SKILLS AND QUALIFICATIONS

1. Bachelor degree in Human/Social Services preferred.
  2. Administrative support experience preferred.
  3. Ability to work with minimal supervision, self-motivated, attentive to detail, well-organized, productive, flexible, and dependable.
  4. Proficient with MSWord, Excel, Outlook, Power Point.
  5. Strong oral and written communication skills, with strong mathematical aptitude.
  6. Ability to manage multiple projects once.
  7. Valid Indiana driver's license with minimum auto insurance liability limits of \$100,000/\$300,000. Manual dexterity and visual skills required.
  8. Auditory and verbal skills required for communication with clients, staff, and the public.
  9. Work involving standing, sitting, and bending.
  10. Must be able to stand and sit for 45-minute intervals.
  11. Must be able to move 40 pounds in all directions.
- 

DATES FOR INTERNAL POSTING: FROM September 29, 2022-October 10, 2022

TENTATIVE DATES FOR EXTERNAL POSTING: September 29, 2022-October 10,

2022 APPROXIMATE DATE FOR POSITION TO BEGIN: Immediately

---

FOR FURTHER INFORMATION, CONTACT, HUMAN RESOURCES, EXT. 206 or

213 APPLICATIONS ACCEPTED -227 E.Washington Blvd FORT WAYNE, IN

8:00 A.M. - 5:00 P.M., MONDAY - THURSDAY AND 8:00 A.M. -11:00 A.M.,

FRIDAY OR VIA THE INTERNET AT [www.mybrightpoint.org](http://www.mybrightpoint.org)