# CA logo good color

**Program & Event Assistant**  Community Action Youth Programs is seeking an energetic, highly organized individual to provide programmatic support to our leadership development programs for teens and young adults. Help organize events, facilitate groups, gather supplies, assist with data entry and program evaluation. Must be detail oriented, computer savvy, diplomatic, calm in the midst of a crisis, and able to juggle multiple tasks. Must have a valid driver’s license, reliable transportation and safe driver record. $13-14/hr; 37.5 hrs/wk. Excellent benefits. See [www.communityaction.us](http://www.communityaction.us) for job description and benefit details. Bilingual (Spanish-English)/Bicultural applicants encouraged.

Email cover letter and resume as Word or PDF attachments to [caad339@communityaction.us](mailto:caad339@communityaction.us) Include your name in subject. No phone calls or visits please.  Screening will begin immediately and continue until the position is filled. Prompt applications encouraged. AA/EOE/ADA