



**JOB TITLE:** Program Associate (Non-Exempt)

**SUPERVISOR:** Program Manager

**POSITION DESCRIPTION:** Keiro's Program Department is responsible for administering programs that meet the needs of Our Community's older adults and their caregivers. A Program Associate works alongside the Program Department to assist ongoing programs that support Keiro's mission statement.

**DIRECT REPORTS:** None

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Core:
  - a. Supports Keiro's mission and strategic priorities.
  - b. Meets minimum standards of compliance, including adherence to the Code of Conduct and participation in mandatory training programs.
  - c. Participates in and supports performance improvement activities.
  - d. Provides customer service in an ethical, timely, accurate, efficient and respectful manner.
  - e. Maintains a safe work environment.
2. Administrative:
  - a. Assists in providing administrative support for day-to-day operations.
3. Service Delivery:
  - a. Cultivates relationships with community organizations, senior groups, health organizations, churches/temples, and others to implement and administer programs.
  - b. Assists with the planning, coordination and facilitation of Keiro's Genki Living Programs including Fact Sheets, Vitality Forums and Life-Long Learning Courses.
  - c. Assists with support for Keiro's events including conferences, festivals, workshops and meetings.
  - d. Assists with special projects, as assigned.
4. Documentation:
  - a. Maintains records including notes, evaluations, impact metrics and media, for all Keiro Programs.
5. Equipment & Supplies:
  - a. Informs supervisor of any equipment and supply needs.
6. Other:
  - a. Ability to travel and work flexible hours.
  - b. Must be self-motivated and able to work independently.
  - c. Performs additional duties, as assigned.

**QUALIFICATIONS:**

1. Education:
  - a. Bachelor's degree required.
2. Experience:
  - a. 1 year of professional experience in public health, community health education, community engagement, aging services or social services preferred.



3. Job Knowledge:
  - a. Understanding of the Japanese American and Japanese community and community-based organizations.
  - b. Understanding of needs and resources for older adults.
  - c. Understanding of needs and resources for caregivers.
4. Skills:
  - a. Works cooperatively with other departments and supports a total team approach to problem identification and solution creation.
  - b. Skilled in effective oral and written communication abilities.
  - c. Ability to perform simple to complex mathematical calculations.
  - d. Skilled in PC tasks including work processing, accounting, database management, spreadsheets and other software applications required for the position.
  - e. Japanese bilingual preferred.

**PHYSICAL & SENSORY REQUIREMENTS:**

1. Must be able to move intermittently throughout the day.
2. Must be able to cope with the mental and emotional stress of the position.
3. Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met.
4. Must function independently, and have the flexibility, personal integrity and ability to work effectively with participants, community members, personnel and support agencies.
5. Must meet the general health requirements set forth by the policies of this organization, which include a health examination.
6. Must be able to push, pull, move and/or lift a minimum of 25 pounds.
7. May be necessary to assist in the evacuation of participants during emergency situations.

**WORK AREA & ENVIRONMENT:**

1. Office and community.