



Share believes every person counts. Together we pursue a stronger community by building relationships, advocating for equitable access to housing and food stability while empowering every individual to grow and thrive.

Program Assistant Position

Share is one of the largest nonprofits serving the homeless and hungry of Clark County. We operate many programs and staff have room for advancement or diversity in responsibilities. Share has a generous and robust benefit package including 4 weeks of PTO, paid sick leave, a wellness program, a matched Simple IRA and health and dental insurance. We encourage a culture of supportive compassion for our participants, co-workers, and volunteers.

Job Summary

The Program Assistant is responsible for, in collaboration with co-workers and the program director, ensuring that Lincoln Place has needed supplies, supplies remained organized and accessible, the front door is monitored and guests are checked in and out, and that the main areas of the apartment are clean and inviting for residents and guests.

Knowledge, Skills and Abilities

Able to work with individuals with a warm positive regard who may have experienced trauma and/or homelessness. Display strong de-escalation skills, compassion and caring. Recognize that some people who come to the building are struggling with behavioral health concerns. Knowledge, or the ability to acquire, multi-tasking skills. Ability to organize a large space. Basic first aid.

Ability to establish and maintain effective communication with a wide and diverse range of people, defuse and resolve potential conflicts; coordinate volunteers and insure effective accomplishment of tasks; work independently for extended periods of time; read, interpret, communicate, and follow simple written instructions; complete routine forms and reports.

Major Duties and Responsibilities

Program Support 30% of responsibility

- Assist in the maintenance of community spaces at Lincoln Place Apartments
- Assure that program supplies are tracked and appropriately organized
- Assist program director with supply orders
- Coordinate item requests from our warehouse to meet client and program needs

- Assure that program donations including food, clothing, and other items are appropriately organized and tracked
- Display strong conflict resolution skills
- Work effectively as part of a team
- Attend staff meetings, workshops, trainings, and in-service classes
- Display compassion and caring for program participants

Reception 70% of responsibility

- Greet all guests in a warm and professional manner including volunteers, community partners, and client friends and family
- Maintain organization of front office
- Maintain the safety of the building
- Monitor the front door of the building by greeting guests and checking them in and out of the building
- Contact residents to notify them of guest arrival through intercom system
- Screen calls and route callers to the appropriate person

Minimum Qualifications

- High School Diploma or equivalent strongly encouraged
- Possess or be able to obtain CPR and basic first aid certification
- Display skill in utilizing Microsoft Office software
- Ability to lift at least 50 lbs.
- Exhibit the ability to work as a collaborative and productive part of a team

Work Environment and Physical Demands

Two open positions: Swing Shift 3:30p to midnight Thursday-Saturday and Day Shift 8am-4p Thursday-Sat

The nature of the work involves a significant amount of physical movement. The work involves organizing donations, this will involve lifting and bending. Requirements for the job may also involve driving and transporting food. Occasional first aid may involve exposure to blood and other bodily fluids. Proper training will be given.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.