



82 East Orchard View Lane • PO Box 700 • Franklin, NC 28744  
(828) 524-4471 • 1-800-563-4022 • Fax (828) 524-0823

## Job Posting

### **Program Support Specialist:**

Ensure operation effectiveness of MPP programs through the provision and management of program support services. Provide purchasing and procurement services for Head Start in ordering the program materials, supplies, equipment to ensure program needs are met and supplies are readily available. Compare costs, ensure purchases are received and maintains inventory control. Record, monitor, and analyze reports and purchases to assist in the budget management process.

Produce various communication items including but not limited to forms, calendars and news releases. Help manage the operations of agencies copy machines and maintain a positive working relationship with outside vendors. Document, record, take notes and transcribe various agency events and meetings.

Support the transportation function, bus fleet and passenger vehicle fleet by monitoring, maintaining and acting upon critical timelines for bus harness inspection, bus records, mileage records, attendance, repairs, licenses, document renewals, regulations and training.

Excellent computer/keyboarding skills including use of Microsoft Office, Internet, email and other common functions.

### **Education and Experience:**

Associate's Degree (AA) degree; or one to two years related experience and/or training with a proven record of performance of office and administrative functions or equivalent combination of education and experience.

### **Certificates, Licenses and Registrations:**

Valid Driver's License.

CPR and First Aid Certification at time of hire or achieve certification within the first 6 weeks of hire date (training provided.)

Commercial Driver's License (CDL) or the willingness and ability to obtain a CDL.

### Ways to apply:

NC Works office, 23 Macon Avenue, Franklin NC or [www.ncworks.gov](http://www.ncworks.gov)

MPP website / Email resume to [admin@mppnhc.org](mailto:admin@mppnhc.org)

Visit the Administrative office @ Orchard View Dr., Franklin, NC 28734

Or check out our Facebook page

Apply by 5:00 pm Monday September 4, 2020.