Alaska Works Partnership

HIRING

Program Assistant in Anchorage

$23.50 per hour
Employment includes healthcare, insurance, holiday and vacation pay, and pension.

WHO WE ARE:
Alaska Works Partnership (AWP) is a workforce development training and education nonprofit that connects and prepares individuals to be successful in careers in the construction, healthcare, maritime, apprenticeships and social work fields, among others. Alaska Works puts Alaskans in Alaska jobs first. Together we’re building Alaska one community at a time.

REQUIREMENTS:
• Strong written and verbal communicator
• Accountable and driven
• Proficient with technology, software, and digital media (Microsoft Office suite)
• Reliable transportation and driver’s license
• Dependable, reliable, responsible and honest with a strong work ethic
• Ability to work in harmony with co-workers
• Eager and willing to add to your knowledge base and skills

TO APPLY: Send current resume with a brief statement of why you think we should hire you to alaskaworksjob@gmail.com

MORE INFO: Search for Job #583272 online at alaskajobs.alaska.gov

WEBSITE: alaskaworks.org
(907) 569-4715

We are an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.