



WE ARE HIRING

**MORE JOB
DETAILS:**
[alaskajobs.
alaska.gov](http://alaskajobs.alaska.gov)
and search for
"701924"

Program Assistant IN FAIRBANKS

Starting wage: \$28.80 per hour

Work schedule: Monday-Thursday (32 hours a week)

The Weatherization Program Assistant is responsible for assisting the Weatherization team with the day-to-day administrative and fiscal duties. Work with finance staff on accounts payable, tracking invoices, verify timesheets and prepare payroll as needed. Complete file reviews, screen applications for program eligibility maintain client files and prior to filing assures all relevant data is completed. Ensure all client files are complete in accordance with established legal, regulatory, company, and grant requirements. Perform requested clerical and administrative support to overall organization such as proofreading, transcribing information, operating computer to perform data entry, typing documents and letters, and preparing reports.

**TO APPLY, FILL OUT AN
APPLICATION AT:**

Interior Weatherization
713 15th Ave., Fairbanks

CONTACT: (907) 452-5323

WEBSITE: interiorwx.org

A proud partner of the
americanjobcenter
network



**ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT**

Alaska's Employment Services program is 100% funded by U.S. Department of Labor through an award of \$7,314,668. We are an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.