



Job Announcement

PROGRAM ASSISTANT

The **Center for Health Care Rights (CHCR)** is a nonprofit organization dedicated to the mission of assuring consumer access to quality health care through education, counseling, informal advocacy and legal services. CHCR's direct service programs deliver free counseling, advocacy, and community education and outreach services to Los Angeles County residents.

The Center for Health Care Rights (CHCR), is recruiting for a full time Program Assistant.

Job responsibilities include: Provide reception support to CHCR telephone hotline; schedule client appointments on CHCR's client database system; and provide other program support as needed.

Job Qualifications: A bachelor's degree, excellent communications, organizational, clerical and writing skills. Experience with voicemail systems and heavy phones. Ability to prioritize tasks and follow written and oral instructions accurately. Computer proficient in Microsoft Office Suite and Adobe. Job applicants, who are bilingual in Spanish and Korean, are encouraged to apply.

Background Check & Screening: Applicants considered for hire must pass a criminal background check.

Salary & Benefits: The salary range is \$40,000 - \$47,000 depending upon qualifications. Employer 100% paid premium health and dental benefits, paid parking and a tax deferred annuity program.

Applications: Send resume and cover letter by e-mail to: center@healthcarerights.org , Subject: Attention Human Resources

Center for Health Care Rights, is an equal opportunity employer, encourages all applicants to apply, and does not discriminate based on race, ancestry or national origin; color; sex; sexual orientation; religion; physical disability; marital status; or age.