

2023 Summer Youth Employment Program

Job Description

Department: Chapel Hill Public Housing

Position Title: Office Assistant

Minimum Age: 14

Position Description:

An introduction to administrative work within the Town of Chapel Hill Public Housing Department. Youth employee will learn how to interact with guests and staff, become comfortable with computer software such as Microsoft Office and Outlook, help increase social media engagement, and assist with reorganizing admin files and supplies. The assistant may also help with tasks at the Food Bank on Wednesdays, as needed.

What you'll do at work:

- Filing
- Supply organizing
- Mailing procedures
- Updating and planning social media
- Customer Service
- Assist at the weekly drive up food distribution as needed

Skills needed:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Microsoft Office Suite | <input type="checkbox"/> Leadership Skills |
| <input type="checkbox"/> Swimming | <input checked="" type="checkbox"/> Interpersonal Communication Skills |
| <input checked="" type="checkbox"/> Social Media | <input type="checkbox"/> Heavy Lifting |
| <input checked="" type="checkbox"/> Zoom | <input type="checkbox"/> Tools |
| <input type="checkbox"/> Public Speaking / Presenting | <input type="checkbox"/> Heavy Equipment |
| <input checked="" type="checkbox"/> Organizational Skills | <input type="checkbox"/> CPR/First Aid |
| <input type="checkbox"/> Other: _____ | |

Typical Schedule:

Days of the week- Monday through Friday

Hours- 8:00am-12:00pm or 1:00pm-5:00pm

2023 Summer Youth Employment Program

Job Description

Department: Chapel Hill Public Housing, Maintenance Division

Position Title: Administrative Assistant

Minimum Age: 14

Position Description:

The youth will assist in administrative duties for maintenance of public housing units.

What you'll do at work:

- Filing
- Organizing warehouse

Skills needed:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Microsoft Office Suite | <input type="checkbox"/> Leadership Skills |
| <input type="checkbox"/> Swimming | <input checked="" type="checkbox"/> Interpersonal Communication Skills |
| <input type="checkbox"/> Social Media | <input checked="" type="checkbox"/> Heavy Lifting |
| <input type="checkbox"/> Zoom | <input type="checkbox"/> Tools |
| <input type="checkbox"/> Public Speaking / Presenting | <input type="checkbox"/> Heavy Equipment |
| <input checked="" type="checkbox"/> Organizational Skills | <input type="checkbox"/> CPR/First Aid |
| <input type="checkbox"/> Other: _____ | |

Typical Schedule:

Days of the week- Monday through Friday

Hours- TBD 9:00am-5:00pm