RGI Corporation: Employment Opportunity

RGI Corporation is recruiting for a Program Specialist to assist our office and Evaluation Team in reviewing, analyzing and compiling data. The Program Specialist will also compose graphs and charts for various reports. This person must be highly skilled in MS Office – Word and Excel. This position will be on a one-year probationary period.

Qualifications

- Minimum of a Bachelor of Arts degree with 2 years of work experience or Associate of Arts degree with 4 years of related experience
- Must have Driver’s License, proof of insurance and reliable transportation
- Must pass background check
- Must be proficient in Excel and other Microsoft Office products

Skills Required

- Ability to sit for long periods of time behind a computer
- Ability to work in a fast-paced environment and/or sometimes stressful situations
- Ability to graph data using MS Office products
- Ability to layout reports using infographics
- Ability to use RGI templates to produce Annual and Semi-Annual Evaluation reports
- Ability to compose program brochures
- Ability to be self-directed in completing projects by required deadlines
- Ability to read and interpret federal, state and local documents and reports
- Ability to be culturally aware and sensitive
- Ability to work in a positive team environment
- Ability to collect & analyze large volumes of data
- Ability to adapt and take direction from multiple staff members
- Demonstrate high-degree of professionalism
- Strong writing ability
- Excellent organizational skills and time management skills
- Strong ability to multi-task and prioritize tasks
- Strong communication skills and ability to communicate effectively
- Strong knowledge and ability to use standard business software
- Strong interpersonal skills
- Strong problem-solving skills
- Detail-oriented

Compensation

- Hourly – DOQ

Contact

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Closing date July 3, 2020