



Mission City Community Network, Inc.  
**Black Infant Health Program**  
10200 Sepulveda Blvd., Suite 300  
Mission Hills, CA 91345  
(818) 830-6373 (818)830-6374



# Got Skills? Got Heart? Got Energy?

# Job Opportunity

## The MCCN-Black Infant Health Program (BIH)

The MCCN-Black Infant Health (BIH) program in the San Fernando Valley is dedicated to ensuring maximum health (physical, social and emotional) for African American mothers and their children.

## Administrative Assistant/Data Entry Specialist

Start Date: Beginning October 2009  
Hours: 8:00 a.m. – 1:00 p.m., Monday – Thursday  
Preferred: Female  
Required: Proof of High School Graduation – Diploma or GED  
Required: Computer skills, accuracy on data entry, type 45 wpm  
Starting Salary: Depends on experience

**General Description:** We need a professional to perform administrative duties and MIS data entry. You will be answering the telephone so a pleasant phone voice is required, along with excellent customer service skills. We need a person who pays attention to details. You should be warm and friendly and able to interact with clients when they visit the office with their babies. Enthusiasm and the ability to work independently are strongly desired. Since you will have access to confidential information, it is imperative that you are loyal and trustworthy. Reliable transportation is a must.

Please fax or email your resume

(818) 830-6374 Fax OR

[yodita@mccn.org](mailto:yodita@mccn.org)



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## COMMUNITY HEALTH OUTREACH WORKER

Start Date: Beginning October 2009  
Hours: 8:00 a.m. to 6:00 p.m., Monday – Thursday  
Required: African American female.  
Required: Current California Drivers license and auto insurance  
Required: Minimum High School Diploma or GED  
Required: Basic computer skills  
Reports to: Program Manager

**General Description:** A critical position within the organization. Goes out into the community to find and enroll African American women into the program. Works with the client to provide health education and conducts in-home visits.

The person we hire for this position needs to be an African American female who has excellent communication skills, both verbal and written. She must be warm and enthusiastic and self-motivated. The person we seek is comfortable speaking to strangers and is not afraid of rejection. They are comfortable talking one-on-one with a client or potential client and they are capable of speaking in larger group settings as well.

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