REDWOOD COMMUNITY ACTION AGENCY

Community Services Division / AmeriCorps Program

**JOB ANNOUNCEMENT**

POSITION TITLE: ADMINISTRATIVE SERVICES STAFF

**STATUS: Fulltime / health benefits after 2 months of employment / paid vacation, sick & holidays**

**SALARY: $13.50**

**AVAILABLE: August 1, 2016**

**DEADLINE: Open until filled; interviews to take place as qualified applicants are received**

**APPLICATION PROCESS:**

**Required Employment Applications and instructions for submitting your application materials are available at:** [**www.rcaa.org**](http://www.rcaa.org) **or RCAA, 904 G Street, Eureka**

**PLEASE NOTE:** Incomplete applications or resumes without applications will not be accepted. However, cover letters and resumes submitted with your application are welcome and encouraged.

# MINIMUM QUALIFICATIONS

Required:

* One year of National Service – AmeriCorps, VISTA, Senior Corps, NCCC, or Peace Corps
* One year of recent office experience with increasing responsibility
* Two years of solid experience working with computers using the Microsoft Office Suite, in particular Word and Excel. Must be considered an intermediate to advanced user.

# POSITION PURPOSE

Under the general direction of the Community Services Division Director and the direct supervision by the AmeriCorps Program Manager, the Administrative Services Staff will assist with administrative functions; including clerical support, coordinating general office operations related to this program and other duties as needed to maintain the organized flow of information to and from program partners and related agencies.

**ESSENTIAL JOB FUNCTIONS**

Specific Tasks:

* Compose routine correspondence, letters and reports when appropriate.
* Responsible for maintaining the filing system, which includes: sorting, filing, maintaining/retrieving information in files and on computer, and data base management.
* Maintain all necessary forms for the program; including the Web based reporting system.
* Assist in completion of required reports for program and funding sources.
* Daily processing of incoming and outgoing mail.
* Maintain administrative office supply inventory and order office supplies as needed.
* Assist the Program Manager in areas of grant writing, management and compliance, program coordination, budget preparation, and statistical data collection.
* Serve as Secretary for the AmeriCorps partnership; record minutes at meetings, prepare packets, send out reminders to members prior to meetings/events and distribute information in a timely manner.
* Manage AmeriCorps Members paperwork, send out update requests and keep files current.
* Assist with team building, creating esprit de corps and infusion of the AmeriCorps philosophy with AmeriCorps members.
* Assist with advertising and publicity as assigned.
* Assist with administrative aspects of recruitment, enrollment, orientation and training.
* Attend training directly related to job tasks.
* Perform other related duties as assigned.

# JOB REQUIREMENTS

Knowledge Of and Proficiency With:

* All aspects of computer use, including Microsoft Office Suite applications.
* General office principles, practices and procedures and records maintenance.
* Building good communication networks with a diverse population of members, supervisors, clients and co-workers.
* Aggregating data from many sources and creating reports.
* Multi-tasking and prioritizing of work.
* Time management skills.
* Sharing of program details for National Service, AmeriCorps and/or the Corporation for National Service.

Ability To:

* Operate standard office machines; computers, copy machine, calculator and fax machine.
* Compose routine correspondence, develop clerical procedures, and interpret rules and regulations.
* Perform under pressure in a busy office setting.
* Proofread typed materials for grammatical and spelling errors.
* Type accurately in a timely speed.
* Communicate effectively in written and oral form.
* Communicate/relate with individuals of various cultures, ethnicity, philosophical views, backgrounds, income levels and communication skills.
* Establish and maintain cooperative and effective relationships with program and agency staff, personnel of other agencies, funding source representatives and the local service population.
* Have means and capacity to run job-related errands.
* Ensure and protect agency, member, program and client confidentiality and safety; follow all protocols and procedures defined by this Agency and/or State and Federal laws to achieve this protection.

**OTHER REQUIREMENTS**

* Must be a U.S. citizen or lawful permanent resident, and have the ability to provide proof of identity and employment eligibility in accordance with Federal law
* Must have means and capacity to perform job related duties with personal vehicle, as will be required, and must have proof of current automobile insurance
* Possession of valid California Driver’s License with acceptable DMV driving record
* Submit to fingerprinting for criminal record clearance and background checks with acceptable results
* Proof of required education (i.e. AA, BA, MSW, etc.) or proof of completion of National Service
* Home telephone or other effective means of communication

**ESSENTIAL PHYSICAL ABILITIES**

Employee must be able to provide the following with or without reasonable accommodation:

* Sufficient clarity of speech and hearing or other communication capabilities to enable the employee to communicate effectively
* Sufficient vision or other powers of observation to enable the employee to review a wide variety of materials in electronic or hard copy form
* Sufficient manual dexterity to enable the employee to operate a personal computer, telephone, and other related equipment
* Sufficient personal mobility and physical reflexes to enable the employee to safely lift, move or maneuver whatever may be necessary to successfully perform the duties of their position
* Sufficient personal mobility and physical reflexes to enable the employee to efficiently function in their assigned work environment, including, where applicable, the operation of motorized vehicles and equipment

## *AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER*