**REDWOOD COMMUNITY ACTION AGENCY**

**Youth Service Bureau Division**

**JOB ANNOUNCEMENT**

**JOB TITLE: ADMINISTRATIVE ASSISTANT**

**STATUS: PARTTIME / 16 hours per week**

**PAYRATE: $12.00 - $14.00 D.O.E.**

**AVAILABLE: August 1, 2016**

**DEADLINE: Open until filled; interviews will 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) **at RCAA 904 G Street, Eureka.**

**PLEASE NOTE:** Late applications, incomplete applications or resumes without applications will not be accepted. Cover letters and resumes with your application are welcome.

**MINIMUM QUALIFICATIONS**

Required:

* Training and experience equivalent to graduation from high school or G.E.D.
* One year office/administrative experience with increasing responsibilities

#### POSITION PURPOSE

Under the general supervision of the Youth Service Bureau Director, or his/her designee, the Administrative Assistant will assist with administrative functions, including duties of general office manager. He/she will coordinate general office operations at central office and outlying programs; coordinate resources, data collection, and information and referral program components; assist with grant support, transportation of youth, and general cleanliness of building.

#### ESSENTIAL JOB FUNCTIONS

Specific Tasks:

* Process, facilitate and keep track of supplies procurement, publications, furniture and equipment,
* Maintain client file system and ensure confidentiality of records,
* Maintain data management information systems,
* Maintain Excel requisitions database,
* Coordinate the distribution of incoming and outgoing mail,
* Maintain the in-house and cellular phone systems, including troubleshooting, updating voice mails, and provide assistance and training to staff; also act as a liaison to telecommunications contractor
* Attend division management meetings, assist in compiling agendas and taking minutes, and participate in division-wide planning activities,
* Serve as division representative on RCAA Safety Committee,
* Coordinate and prepare for all monthly YSB staff meetings,
* Run departmental errands (in vehicle) including mail run, supply purchases, grant support, attend agency meetings, transport youth etc...
* Maintain overall cleanliness and organization of office areas including bathrooms.
* Organize, produce, and photocopy agency literature such as brochures, newsletters, posters, advertisements, and additional outreach material
* Record/track agency donor list
* Other duties as assigned or necessary.

**JOB REQUIREMENTS**

Knowledge of and Experience With:

* Core computer skills in word processing, database management, spreadsheets, and electronic communications (email, creating distribution lists, participating in list serve, generating e-newsletters, brochures etc.), and operate a Macintosh/PC computer with proficiency
* Issues affecting youth, including runaway and street youth issues, child abuse, suicide, gay/lesbian/bisexual issues, transgender issues, and sexual assault
* General office principles, practices and procedure
* Writing letters of inquiry, proposals, Thank you’s, etc.
* Maintain Title XIX (Medi-Cal) case notes, records and program compliance

### Ability to:

* Present self and programs in a highly professional manner
* Handle multiple projects simultaneously, work independently and meet deadlines
* Work independently and meet deadlines
* Be a strong contributor in team environments
* Transport youth to appointments when needed
* Compose routine correspondence, develop clerical procedures and interpret rules and regulations
* Pay attention to detail, use strong editing skills, and commit to accuracy
* Read, write, speak, and understand the English language, demonstrate good writing and organizational skills
* Manage multiple tasks in an efficient manner
* Communicate clearly both verbally and in writing
* Operate agency and/or personal vehicle, computer (PC & Mac), phone, fax and copier
* Ensure and protect Agency, employee, program and client confidentiality and safety; and follow all protocols and procedures defined by this Agency and/or State and Federal laws to achieve this protection.

# OTHER REQUIREMENTS

* Must be at least 21 years of age
* 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 may be required, and must have proof of current automobile insurance, valid CDL and acceptable driving record
* Submit to fingerprinting for criminal record clearance/background checks with acceptable results
* Proof of current (within 1 year) negative TB test, or willingness to obtain one
* 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***