**Redwood Community Action Agency**

**Community Services Division**

**JOB ANNOUNCEMENT**

**POSITION TITLE: ADMINISTRATIVE ASSISTANT**

**STATUS: Part-time / 3 days-24 hours**

**PAY RATE: $12.50 hour**

**AVAILABLE: Immediately**

**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)

**PLEASE NOTE:** Late applications, incomplete applications or resumes without applications will not be accepted.

#### POSITION PURPOSE

Under the general supervision of the Community Services Division Director and the direct supervision by the Adult and Family Services Operations Manager, or his/her designee, the Administrative Assistant will assist with administrative functions including general office duties. He/she will coordinate general office operations at the Multiple Assistance Center and outlying programs when necessary; coordinate resources, data collection, fiscal tasks, and grant support.

#### GENERAL RESPONSIBILITIES

* Assist in the process, facilitation and tracking of the procurement of supplies, publications, and equipment.
* Assist with maintaining office file system.
* Assist with maintaining data management information systems.
* Maintain Excel requisitions database.
* Coordinate the distribution of incoming and outgoing mail.
* Attend division management meetings, assist in compiling agendas and taking minutes, and participate in division-wide planning activities.
* Run departmental errands (in vehicle) including mail run, supply purchases, grant support, attend agency meetings, etc.
* Maintain overall cleanliness and organization of office areas.
* Organize, produce, and photocopy agency literature; such as, brochures, newsletters, posters, advertisements, and additional outreach material.
* Record/track agency donor list and send thank you notes when appropriate.
* Help in maintaining Title XIX (Medi-Cal) case notes, records and program compliance.
* Input data into HMIS.
* 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.)
* Issues affecting homelessness, including mental health, substance abuse issues, etc.
* General office principles, practices and procedure.
* Writing letters of inquiry and proposals.
* Maintaining Title XIX (Medi-Cal) case notes, records and program compliance, helpful but not required.

### Ability to:

* Present self and programs in a highly professional manner.
* Handle multiple projects simultaneously.
* Work independently and meet deadlines.
* Be a strong contributor in a team environment.
* Compose routine correspondence, develop clerical procedures and interpret rules and regulations.
* Operate a PC computer with proficiency.
* Pay attention to details, using strong editing skills, and committing 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, phone, fax and copier.
* Ensure and protect agency, employee and client confidentiality and safety.

**MINIMUM QUALIFICATIONS**

Required:

* High School diploma or equivalency
* One (1) year administrative office experience.

# OTHER REQUIREMENTS

* Must be a U.S. citizen or lawful permanent resident.
* 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 C.D.L. with current DMV printout showing 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***