**REDWOOD COMMUNITY ACTION AGENCY**

**ADMINISTRATIVE ASSISTANT**

**JOB ANNOUNCEMENT**

**STATUS:** Fulltime / 40 hours weekly

**PAY RATE:** $18 - $19/hr. DOE; health benefits after one month of employment / 2 weeks paid vacation, 12 days paid sick time, and 13 paid holidays

**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)and a cover letter and resume with your application is required.

**PLEASE NOTE**:

* Not all applicants will be selected for interviews. Only candidates selected for interviews will be contacted regarding their status. Incomplete applications or resumes without applications will not be accepted.
* As a condition of employment, RCAA requires proof of being fully vaccinated for COVID-19 prior to start date

**POSITION PURPOSE**

Under the general direction of the Division Director or their designee, the Assistant is self-directed; detail oriented and excels at working with and assisting other staff with administrative tasks in a fast-paced environment. The Assistant is responsible for and assists with all administrative functions in their assigned division and program which includes: the coordination of general office operations; fiscal tasks, including budget development, monitoring and revisions, as required; gathering and sharing resources; data collection including informational program components, marketing materials or brochures; information and referral for clients. The Assistant must always project professionalism, have the capacity to effectively communicate and work with other RCAA staff, Community Partners, and a diverse client population.

**ESSENTIAL JOB FUNCTIONS**

Specific Tasks:

* Assist with various projects as assigned by their director and/or supervisor
* Manage central administrative office, ensuring smooth flow of information, data, and correspondence
* Responsible for data base management and for processing invoices in Microix accounting software
* When appropriate, compose routine correspondence, type letters, reports and other materials for key administrative staff, clients, or public entities
* Assist with advertising and publicity, including computer layouts and design of brochures
* Maintain and organize administrative office supply inventory and order office supplies
* Work with other senior administrative staff in a support capacity
* Other duties as assigned or necessary.

**JOB REQUIREMENTS**

**Knowledge of and Experience With:**

* Administrative procedures, public relations, working with diverse clientele and the operation of a multi-line phone system
* Creative approaches to problem-solving from both and individual and team approach
* Community resources, information and referral
* Proper use, maintenance and oversight of office equipment including computers, copiers, and fax machines
* Computer operations including the proficient use of all Microsoft Office programs (Especially Word, Publisher, and Excel), Outlook email, Internet research and use of social media (i.e., Facebook)
* Principles of office management and procedures

**Ability To:**

* Accept responsibility and perform work with minimum supervision while actively participating as a team member
* Identify and perform tasks needed for office management and the ability to prioritize these tasks correctly and efficiently
* Compose routine correspondence when requested, using correct grammar and spelling
* Work under pressure in a busy office setting and efficiently multi-task
* Communicate clearly and efficiently, written and orally; and be competent in English grammar, punctuation and spelling
* Demonstrate good organizational skills and manage multiple tasks in an efficient manner
* Develop and maintain cooperative and effective relationships with co-workers, RCAA Agency staff, personnel of other agencies, funding source representatives, the local service population and with individuals contacted in the course of work
* Strong interpersonal skills and the ability to relate to individuals who may not share basic beliefs, including value systems and behavioral norms
* Working with culturally diverse communities and families, with the ability to be culturally sensitive and appropriate
* Show a demonstrated interest in and commitment to fostering environmental and community well-being
* Maintain a professional, confidential work environment
* Effectively manage electronic and paper files
* Establish and maintain personal and programmatic boundaries while providing support services
* Conduct self in a professional, courteous and cooperative manner at all times; and maintain a professional standard based on RCAA’s Personnel Policies and Procedures Handbook and the Employee Code of Conduct
* 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

**MINIMUM QUALIFICATIONS**

* Two (2) years’ office experience with increased responsibility in office management
* Demonstrated proficiency in PC computers, Microsoft Office programs and Outlook email
* Experience with multi-line phone systems and heavy public relations and reception duties

DESIRABLE QUALIFICATIONS

* AA degree in Business Administration or related field
* Notary experience, or willingness and ability to train for certification/testing

## OTHER REQUIREMENTS

* Must be a U.S. citizen or lawful permanent resident, and can 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
* Possession of valid California’s Driver’s License, current auto insurance and acceptable DMV record
* Submit to background screening for criminal record clearance with acceptable results
* Proof of required COVID-19 vaccination status as a condition of employment
* Proof of required education (i.e., AA, BA, MSW, etc.) if applicable
* Must always have effective means of communication; a home or cell phone with the ability to accept voice messages

**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

**SPECIFIC QUALIFICATIONS & EXPECTATIONS FOR THE ADMINISTRATIVE ASSISTANT –** this position serves under the general direction of the Executive Director, and the direct supervision by the Director of Human Resources. The Administrative Assistant also serves as the Secretary to the Board of Directors under the direction of the Executive Director.

**ESSENTIAL JOB FUNCTIONS**

Specific Tasks:

* Assist the Executive Director and the Director of Human Resources with various projects as assigned
* Peruse the daily newspaper or other publications for RCAA articles to be included in the board packets and post RCAA articles, as appropriate, to Social Media page
* Assist with the planning and coordination of various RCAA employee gatherings as assigned including the annual Staff Picnic and Holiday Party
* Responsible for neat, professional appearance of the office, library, conference room and the copier room. This also includes watering plants, making coffee as directed, cleaning up after meetings and doing any dishes left around the sink area
* Receive visitors and clients and direct to the proper office, or give appropriate information and referrals
* Responsible for maintaining security in the main administration building
* Answer multi-line telephone system, route calls and/or take messages as appropriate
* Maintain Front Office Information and Referral Handbook to refer clients to community resources based on client needs
* Open and route incoming mail, emails, and faxes for all divisions
* Receipt and route incoming checks, money, or contracts to appropriate divisions
* Maintain the Conference Room and Conference Phone Line reservation calendar
* Responsible for overseeing the Admin vehicle fleet; reservations, maintenance, and general upkeep of all vehicles

Specific Duties for the Board of Directors:

* Take and transcribe meeting minutes, in addition to operation of a recorder at the board meeting
  + During COVID board meetings are conducted via Zoom and you will transcribe minutes from the recorded Zoom meeting
* Prepare the Agenda and Minutes for Board meetings with the approval of the Executive Director
* Prepare Board packets for distribution and mailing or emailing at least three business days before the meeting
* Contact Board members as to availability prior to meetings and coordinate attendance at meetings
* Learn about and follow all laws pertaining to Non-Profits; particularly the “Brown Act” as it pertains to the RCAA Board of Directors meetings
* Distribute Board information in a timely manner and maintain all Board correspondence, files & records
* Responsible for shopping, preparing and set-up of snacks for Board meetings (During COVID all meetings are remote)
* Coordinate all Board Secretary Activities with Executive Director, particularly on the Board Agenda, Board Minutes and on division presentations for the Board meetings
* Must attend monthly board meetings which are usually the third Thursday evening of every month (5-7 pm); and work overtime on the Saturday following the board meeting to transcribe meeting minutes unless the minutes were completed by end of day Friday after Thursday’s meeting.

## *AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER*