



JOB ANNOUNCEMENT

ADMINISTRATIVE ASSISTANT

SANTA BARBARA COUNTY

Title: Administrative Assistant
Reports to: Program Manager
Program: Pathways to Employment for Promotores and Community Health Workers.
FLSA Status: Non-Exempt
Position Status: Part-time 20 hours per week
Effective Date: June 1st, 2020

POSITION SUMMARY

Under the direct supervision of the **Program Manager**, performs a wide variety of administrative and program support activities. The Administrative Assistant serves as primary administrative support for both internal and external agency transactions. In addition to general clerical duties, the Administrative Assistant assists with administrative projects-based tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Handles the customer service needs of the agency by answering incoming telephone calls and responding to requests for information or forwarding messages to appropriate staff.
- Maintains constant and consistent communication with the Program Manager and all staff of the project.
- Orders materials and provides all training and education staff with collateral materials for their events and other outreach activities as requested.
- Assists with organizing for meetings and training sessions as well as other agency activities logistics as directed (e.g., scheduling conference rooms, reserving conference lines, coordinating food, transportation, and lodging), and providing administrative support to the staff as needed.
- Provide with an accurate and full account of the information conveyed in meetings where it is necessary to take notes.
- Assists with the compilation of data required by the AB1111 project.
- Enters data weekly into the database and adheres to policies and procedures to maintain accurate records of AB1111 project's outreach numbers.
- Attends staff meetings and takes minutes. Distributes approved documents to appropriate members.
- Performs general office duties such as typing, filing, and mailing materials.
- Maintains inventory for office supplies and office equipment and submits requests for ordering supplies and equipment as needed.
- As directed, assists with obtaining cost comparisons from vendors to ensure the cost-effectiveness and quality of office supplies, training materials, and office equipment.

Other duties may be assigned. The duties listed here are typical examples of the work performed; not all duties assigned are included, nor is it expected that all similar positions will be assigned every duty.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION

There is no minimum educational requirement.

EXPERIENCE

A minimum of one (1) year of experience working as an administrative assistant.

CERTIFICATES, LICENSES AND REGISTRATIONS

Valid California Driver's License and basic liability car insurance.

LANGUAGE SKILLS

Ability to read, analyze and write reports and correspondence. Ability to speak effectively to grantees, the general public, or employees of an organization.

Ability to take notes clearly and comprehensively. This requires fast and accurate typing, legible handwriting, accurate spelling, and the ability to extract all relevant information from meetings and work sessions.

Ability to effectively communicate and respond to questions from individuals, groups, and the general public in Spanish and/or English.

Knowledge of correct English usage and grammar.

Bilingual English/Spanish preferred.

MATHEMATICAL SKILLS

Ability to add and subtract two (2) digit numbers and to multiply and divide with 10's and 100's. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

COMPUTER SKILLS

Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook) and Internet Explorer or other widely used and supported Internet browsers.

Knowledge of virtual meeting platforms (Zoom, Google Meet, GoToMeeting).

TRAVEL REQUIREMENTS

Ability to travel locally as required.

OTHER SKILLS & QUALIFICATIONS

- Ability to work independently as well as part of a team.
- Availability to work the required hours as required by the Pathways to Employment Program.
- Ability to maintain a flexible work schedule, including shifts on weekends and evenings.

CONTACT

Applicants should e-mail a current resume to Lady Freire • lady@visionycompromiso.org • Phone (415) 680-7632