

FRIENDS OF THE FAMILY

...SEEKING OUTSTANDING HUMAN SERVICE/SOCIAL CHANGE PROFESSIONALS....



PROGRAM ADMINISTRATIVE ASSISTANT

Family resource center in North Hills has an **IMMEDIATE OPENING** for a Program Administrative Assistant (PAA) who is professional, reliable, steady and punctual. PAA will be working in our Relative Support Services (RSS) program. The RSS program was created to provide a strength-based, systems-oriented case management for children, youth, adults, and families including life skills coaching and connection to resources. PAA will work under the direction of supervisor to provide a variety of tasks related to data entry, organization, and communication. Candidate will provide support to supervisor and a team of two family support specialists. Knowledge of Microsoft Word and Excel and other Office applications is required.

HOURS/SALARY: PART-TIME (20 HOURS), DOE;

START DATE: Immediate

Duties and Responsibilities:

- Provide administrative support to ensure efficient operation of program
- Develop and maintain document tracking system
- Assist with data collection and data entry
- Assist in the preparation of regularly scheduled reports including spreadsheets and narratives
- Coordinate room reservations, set-up and clean-up for internal meetings
- Organize and maintain program materials and equipment in clean, usable condition
- Assist with planning and facilitation of classes provided by supervisor/ or family support specialist.
- Provide oral and written translation (English/Spanish) as needed to support program requirements and participants (i.e. telephone calls, newsletters, workshops, and forms)
- Create and maintain program files
- Correspond and interact with employees & clients of all cultures
- Assist in the maintenance of client database, vendors, and files
- Miscellaneous clerical responsibilities including office errands
- Other duties as assigned

Skills and Qualifications:

- AA Required or equivalent experience
- Excellent time management skills and ability to multi-task, prioritize work and take direction from multiple people
- Ability to converse, write and translate in Spanish required
- Strong interpersonal skills; the ability to honor confidentiality and work sensitively and supportively with clients
- Ability to maintain cooperative, diplomatic working relationships with co-workers, supervisors and the public; work as part of a team and collaborate with colleagues.
- High attention to detail, problem solving, and accuracy, A MUST
- Excellent written and verbal communication skills
- Energetic, cheerful, optimistic, pleasant, high stress tolerance, and self regulating
- Proficient in MS Office (Word, Excel, Outlook) and outstanding search and research skills
- Professional demeanor both in person and on the phone
- Ability to carry 25 pounds and walk up and down stairs
- Must have a car, have a valid CA DL and proof of current auto insurance
- Satisfactory completion of all background screening requirements

Please submit resume to: HR Manager

Email address: hr@fofca.org

Please, NO CALLS.