



FAMILY SUPPORT SERVICES

KEEPING FAMILIES HEALTHY AND INTACT

ABOUT THE AGENCY: Family Support Services is a non-profit agency founded in 1989. With offices in Oakland and San Francisco, we serve families in Alameda, San Francisco, and Contra Costa counties. Our programs target families, youth and children whose health and welfare are vulnerable as a result of a variety of circumstances.

POSITION OPENING: Administrative Assistant (Oakland)

Posted: June 23, 2017

JOB DUTIES:

The **Administrative Assistant** will perform a variety of administrative functions that will include:

- Provide general receptionist duties, including but not limited to: answering and routing calls, taking messages and directing visitors as needed.
- Maintain common office space (front office, conference rooms, waiting area), schedule service visits for office equipment and order, stock and maintain inventory of office supplies.
- Setup computers, printers, phones and other office equipment for users, as needed.
- Write and edit a variety of correspondence, documents, flyers, brochures, staff meeting minutes, and other documents.
- Maintain all office equipment, arrange for repairs as needed; communicates with staff about equipment failures and repair plans.
- Assist in troubleshooting all office equipment and perform scheduled regular updates of office equipment.
- Provide administrative and clerical support, including but not limited to: mailing, faxing, scanning, photocopying, making business cards and filing.
- Assist in the recruitment process and new staff orientation, per Administrative & HR Manager's instructions.
- Fulfill other duties as assigned.

MINIMUM QUALIFICATIONS:

- Relevant AA degree (or equivalent training or experience), Bachelor's degree strongly preferred.
- Minimum two years clerical experience (social service agency experience strongly preferred).
- Excellent verbal and written communication skills including the ability to compose effective communications, flyers, brochures and staff meeting minutes.
- Must demonstrate strong computer skill in MS Office Suite - including accurate typing and strong knowledge of website updates, data entry procedures and other computer operations.
- Demonstrated knowledge of operating and maintaining basic office equipment, such as but not limited to computers, printers, phones, mail system, and copiers.
- Flexible, punctual, professional, responsible, mature, highly motivated, organized, detail oriented and able to work independently with strong attention to detail.
- Ability to work with competing priorities; identify and rank top priority; exercise discretion and sound judgment; and maintain confidentiality.
- Respect for and ability to work with people from diverse backgrounds.
- Requires valid CA driver's license, a clear DMV record, current automobile registration and an insured automobile in good working condition. (if applicable)
- Must be physically able to perform all job responsibilities, which may include duties such as sitting, bending, kneeling or lifting minimum 25lbs. (if applicable)
- Must be able to receive clearance through a fingerprint/background check (criminal and child abuse).

STARTING SALARY RANGE: \$33,000 – 36,000 DOE (Full time = 37.5 hours/week). Excellent benefits including health, dental, vision, life and long-term disability insurance plus retirement plan.

RÉSUMÉ AND COVER LETTER TO: Aster Mitiku - hiringmanager@fssba.org

Family Support Services - 401 Grand Avenue, Suite 500, Oakland, CA 94610

Fax: (510) 834-1548 www.fssba.org

Please attach all documents in PDF format. All other file types/formats will not be considered. Only candidates who meet our selection criteria will be contacted for the next step in our hiring process. Thank you for your interest in our position. We appreciate the time you have taken to apply.

Family Support Services is committed to workforce diversity. Qualified applicants will receive full consideration without regard to age, race, color, religion, gender, gender identity, sexual orientation, health status or national origin.