



# 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:** Office Manager – Temporary

Posted: May 3, 2018

**JOB DUTIES:**

- Assume overall responsibility for management of the office, including overseeing the day-to-day office operations, answering phones and directing calls.
- Assume responsibility for office information technologies, including network administration.
- Assume responsibility for office equipment and supplies.
- Function as facility manager of the office, including being the liaison with the building management and vendors.
- Fulfill other duties as assigned

**MINIMUM QUALIFICATIONS:**

- College degree preferred and minimum two years administrative experience, preferably with a social services organization.
- Accurate typing skills and knowledge of data entry procedures, word processing, email and other computer operations.
- Highly proficient in all MS Office Suite programs
- Excellent verbal and interpersonal communication skills
- Excellent written communication, including proofreading and analytical skills
- Demonstrated ability in assuming responsibility, taking initiative, working in a team setting, and providing leadership to others.
- Calm and clear telephone voice and ability to handle calls from families in crisis
- Sound knowledge of office equipment
- Respect for and ability to work with people from diverse backgrounds
- Requires valid CA driver's license and a clear DMV record
- Must be physically able to perform all job responsibilities, which may include duties such as sitting, bending, kneeling or lifting minimum 25lbs
- Must be able to receive clearance through a fingerprint/background check (criminal and child abuse)

**SALARY RANGE:** \$15.00 - \$18.00 per hour.

**HOURS OF WORK:** 9:00am – 3:00pm, 30 hours a week, Monday thru Friday.

This is a temporary position available now and ends October 31, 2018. *This position is eligible for sick leave which is accrued at a rate of 1 hour sick leave for every 30 hours worked.*

**RÉSUMÉ AND COVER LETTER TO:**

Elizabeth Adeyi, Chief Operations Officer, [Eadeyi@fssba.org](mailto:Eadeyi@fssba.org)

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[www.fssba.org](http://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.