



# 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 Administrative Assistant

Posted: December 27, 2021

**JOB DUTIES:**

- Assume overall responsibility for the 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, and serve as, a liaison to the Agency's IT consultants.
- Assume responsibility for office equipment and supplies.
- Function as facility manager of the office, including being the liaison with the building management and vendors.
- Assume responsibility for new hire on-boarding in collaboration with the Admin/HR Manager
- Assume responsibility for client and service data collection systems as assigned.
- Acquire and maintain office equipment; purchase and maintain program supplies.
- Provide agency financial department with accounting documentation.
- Ensure Illness and Injury Prevention Plan compliance.
- Assume responsibility for the Agency biannual staff newsletter.
- 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, a clean DMV record, current automobile registration, and an insured automobile in good working condition.
- Must be COVID-19 vaccinated and boosted.
- Must be physically able to perform all job responsibilities, which may include duties such as sitting, bending, kneeling or lifting a minimum of 25lbs.
- Must be able to receive clearance through a fingerprint/background check (criminal and child abuse).

**STARTING SALARY RANGE:** \$48,750 - \$52,650 annually DOE. Full time = 37.5 hours/week.

**EXCELLENT BENEFITS: HEALTH, DENTAL, VISION, LIFE INSURANCE, COMMUTER CHECKS AND RETIREMENT PLAN.**

**EXCELLENT FRINGE BENEFITS: VACATION, PERSONAL TIME & SICK TIME.**

**RÉSUMÉ AND COVER LETTER TO:** Elizabeth Adeyi, Chief Operations Officer, [eadeyi@fssba.org](mailto:eadeyi@fssba.org)

Family Support Services, 205-13<sup>th</sup> Street, Suite 3150, San Francisco, CA 94103 Fax: 415-861-4060 [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.