

Job Title: Administrative Assistant (Bilingual)
Department: Administration
Reports to: Director of Human Resources
FLSA Status: Non Exempt

The Administrative Assistant plays a pivotal role in facilitating seamless operations across all departments, with a primary focus on providing dedicated support to both the Executive Director and the Human Resources department. The administrative assistant is responsible for coordinating administrative tasks, overseeing communication channels, and ensuring a smooth workflow.

ESSENTIAL ADMINISTRATIVE DUTIES AND RESPONSIBILITIES:

- Manage reception, phone calls, visitors and voice mail
- Check and distribute incoming and outgoing mail
- Maintain sufficient postage to meet daily needs of the organization
- Assist in preparation and distribution of bulk mail
- Support Executive Director and administration employees
- Support Board of Directors and Board Committees with clerical needs, correspondence, recording, preparing, copying and distributing minutes of all Board and Committee meetings
- Organize and provide notification and materials for all Board meetings
- Keep calendars of events, meetings and staff schedules up to date
- Maintains records and file storage space
- Support fundraising and development through drafting and editing communications copy and materials
- Design flyers, brochures, posters, etc.
- Draft & edit press releases
- Ensure accurate communication is shared among team, organization and with community partners
- Coordinate office requisition of supplies and staff requests
- Support maintenance of and orderly access to files and resources

HUMAN RESOURCES RESPONSIBILITIES INCLUDE:

- Help manage the employee database and various reports
- Become familiar with all Alpha Resource Center policies and procedures
- Assist with HR matters, including staffing, worker's compensation, and benefits questions.
- Assist with the recruiting and hiring process, including screening candidates and scheduling interviews.
- Conduct new hire orientation and benefits orientation for staff
- Review and reconcile benefits billing with our current enrollment
- Identify and recommend systems/procedures to improve office efficiency and organization
- Special projects as needed

BENEFITS

Medical, vision, dental, voluntary life insurance. Employer paid life insurance, short-term and long-term disability. 401K retirement plan, paid holidays, paid vacation and paid sick leave.

SUPERVISORY RESPONSIBILITIES: None

HOURS OF WORK

Full-time Monday through Friday 30 hours a week. Monthly evening for attendance at Board Meetings and Committee meetings is expected. Attendance at general staff meetings is expected.

QUALIFICATIONS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Appropriate training will be provided where necessary, and specific assistance in refreshing the incumbent in those areas where appropriate.

- Eligible to work in the United States
- Must be able to pass a criminal background clearance with the Department of Justice
- Valid CA driver license with evidence of insurance
- Expert knowledge of office practices and office equipment
- Strong proficiency in Microsoft office including Word, Excel, Outlook, PowerPoint, Publisher, etc.
- High ability for organization and coordinating multiple tasks and events
- Ability and willingness to learn new software and/or computer programs
- Excellent keyboarding skills, spelling, grammar, and communication skills both oral and written
- Ability to safeguard confidential information obtained during employment
- Ability to work both individually and as a team member and prioritize work
- Ability to transfer data accurately, in the required format, and in a timely manner
- Ability to work independently and with careful attention to detail
- Must be able to establish rapport and communicate with clients of diverse cultural and educational backgrounds

EDUCATION and/or EXPERIENCE

Must have a high school diploma and at least 2 years' experience in running an office. Combination of education and experience demonstrating ability to perform essential duties is required. Experience working with systems related to social services and developmental disabilities helpful.

LANGUAGE SKILLS:

The ability to read and speak English clearly is mandatory. Ability to speak Spanish is desirable but not mandatory. The ability to communicate information to other employees as well as management in a clear and concise manner is essential.

REASONING ABILITY

The ability to apply common sense understanding to carry out instructions, either written, oral, or diagram form. The ability to deal with problems involving several variables in standardized situation must be a proven ability. The ability to prioritize tasks and activities in a manner consistent with direction from supervisor.

PHYSICAL DEMANDS

The incumbent is regularly required to stand, sit, talk, hear and reach with hands and arms. The incumbent frequently is required to use hands to finger, handle or feel equipment, paper, or files. The incumbent must be able to operate a computer keyboard as well as see a computer monitor display screen. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

This position requires the manual dexterity and adequate vision to read written materials, record data onto data sheets and enter data into a computer; adequate hearing and verbal communication skills to conduct reception (in person or on the telephone) and interact with staff and others to perform duties.

WORK ENVIRONMENT

The work environment would be generally described as an office setting. The ability to move within this areas may be required in the execution of the employee’s functional activities. The noise level in the work environment is usually moderate and the illumination of the work area is primarily with fluorescent artificial lighting.

EMPLOYEE PRINT NAME	SIGNATURE	DATE
SUPERVISOR PRINT NAME	SIGNATURE	DATE

Employment is by mutual agreement of the employer and employee. Employment may be terminated with or without cause and notice, at either the option of the employee or employer. Employer and employee further agree that no manager, supervisor or employee of Alpha Resource Center of Santa Barbara has the authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will.