

JOB ANNOUNCEMENT

- POSITION:** Temporary - Program Assistant II -Full-Time, Monday-Friday, 9-5
- SALARY:** \$27.97 per hour
- BENEFITS:** Daily one hour paid meal break
- REPORTS TO:** Associate Director of Supportive Housing and Community Services

THE ORGANIZATION: Conard House, Inc. is a non-profit organization that focuses on empowering people and restoring hope for our community members and workforce. We work with a diverse adult population and strive for cultural competency by respecting experience, promoting inclusion and building community. The position is with the Supportive Housing and Community Services Programs (SH/CS) located in our administrative office, which provides housing, case management, money management and income advocacy at ten housing sites and three service locations. We are a committed equal opportunity employer; pursuant to the San Francisco Fair Chance Ordinance, we will consider employment for qualified applications with arrest and conviction records.

QUALIFICATIONS: Bachelor's Degree (preferred) or two years of experience performing a support function in social services administration setting. Must have good written and verbal communication skills and effective organizational skills. Ability to work as a team member towards common goals and objectives. Demonstrate positive customer service and client-centered approaches when interacting with the community. Proficient in MS Office. Must complete a background check after conditional job offer.

DUTIES:

- Answer inquiries for supportive housing and community services, screen calls, divert calls to appropriate departments and staff voice mail, take accurate messages when necessary and distribute them in an efficient manner.
- Greet visitors and direct guests to the appropriate department.
- Produce and distribute monthly meeting/training calendars for programs and distribute amongst the team.
- Produce manuals, memos, correspondence and other program documents.
- Assist in creating, maintaining, and distributing program policy updates.
- Maintain system and production of employee identification badges and business cards.
- Maintain and produce welcoming packets for residents in the supportive housing programs.
- Collect and maintain attendance rosters for program trainings.
- Collect certification and maintain updated roster for staff certification trainings and on-line courses.
- Create resource-sharing on-line platform and disseminate information to program staff.
- Disseminate community resource information to program staff.
- Create and maintain staff user accounts for money management software.
- Maintain supply inventory and request supplies as needed.
- Track and file program staff vacation request forms. Send approval notifications to program staff.
- Assist with training by scheduling and organizing training events.
- Manage office petty cash fund. Prepare and submit request for reimbursement to accounting.
- Request, distribute, and track Taxi vouchers for SH/CS programs.
- Assist in planning events/activities that can improve team chemistry and boost team morale.
- Assist with projects assigned by the Director and Associate Director of Supportive Housing and Community Services.

APPLICATION PROCEDURE: Send resume and letter to apply@conard.org

Conard House is committed to workforce diversity. Qualified applicants will receive full consideration without regard to age, race, color, religion, gender, sexual orientation or national origin. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

Our Mission is to build welcoming communities and caring relationships that empower people and restore hope.