



Job Title: Administrative Assistant
Reports To: Operations Director
Location: Portola
Salary Grade/Range: \$20.00/hr
Status: Non-exempt – Temporary position (3 months with possibility of extension)
Date: February 17, 2021

Position Summary

The Administrative Assistant provides data entry and administrative/ clerical support to the management team at Family Connections. The Administrative Assistant reports directly to the Operations Director and provides remote support as well as in-person work at our Portola neighbourhood location in San Francisco.

Job Highlights

- Enter client services and demographics data into the Salesforce database (agency specific training provided)
- Provide various administrative and clerical support to staff

Essential Duties and Responsibilities

Data Entry

- Enter data of client services and demographics into Salesforce database
- Assist Management in database proper usage
- Export reports based on outcomes, demographics, and management needs
- Implement and recommend operating methods to improve processing distribution, data flow, collection, and database editing procedures
- Check for information accuracy to fulfil organization's quality control policies
- Report issues directly to database software company as they arise

Administrative Support

- Maintain inventory of and order supplies to meet the needs of programs and administrative office
- File documents for various departments and streamline filing systems
- Collect mail and scan/send to proper staff members
- Provide other administrative support to other staff as needed

Qualifications

- High school degree; BA preferred
- Minimum 2 years' office support experience including data entry
- Proficiency in Microsoft Office
- Typing skills to 50 wpm and 10-key touch type ability
- Experience with standard office equipment and administrative procedures and systems, including filing and record keeping
- Excellent written and oral communication skills
- Attention to detail and high-level organizational skills
- Good customer service and time management skills
- Reliable
- Able to maintain confidentiality
- Able to follow directions and learn quickly
- Must establish and maintain effective working relations
- Work well independently and with others
- Critical thinking skills (to optimally navigate complex data base software)
- Livescan background clearance required

**Compensation and Application Process**

- Compensation: \$20.00/hour
- Temporary part-time, 20 hours/week (2 months with possible extension); may work remotely with approximately occasional onsite admin work
- To apply, email your cover letter (required) and resume to: jobs@fccenters.org. Please, no inquiring phone calls.

Work Environment

Safety is top priority at Family Connections. We have thorough disease prevention measures in place, a Covid-19 testing protocol, and are in Tier 1B for the upcoming vaccine. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 25 pounds and on occasion may require lifting/carrying a child or object up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Family Connections is an Equal Opportunity Employer.