



CENTRO LA FAMILIA
ADVOCACY SERVICES
FAMILY SUPPORT CENTER

JOB DESCRIPTION

This Project is funded by Senate Bill 1569 (2006).

TITLE: Administrative Assistant

Minimum Education:

Graduate from an accredited college or university with a major in Business Administration or four years experience in human service agency.

Minimum Experience:

Three-year's experience in administrative work.

Essential Job Functions:

- Provides administrative support to executive director.
- Organizes and maintains functional filing systems (electronic and hard copy).
- Responds to inquiries promptly and requests for information.
- Reads and responds to incoming correspondence and prepares outgoing communications.
- Assists in report writing and deliverables for grants in the organization.
- Assists in the proposal process such as research, writing, editing, and/or task delegation designated by executive director.
- Assists in special projects as assigned that can include event fundraisers, forums, presentations, and others.
- Makes necessary arrangements for appointments, meetings, seminars, and/or conferences to partner organizations or other organizations as assigned.
- Provides logistical support to meetings and events to ensure successful outcomes including locating meeting sites, organizing agendas/information, and arranging technical support.
- Records and distributes minutes or other meeting documentation.
- Attends assigned meetings as needed.
- Participate in ongoing training.
- Able to develop and maintain working relationships with community based organizations and government entities.
- Good report writing, recordkeeping, documentation skills, case management.
- Creates and maintains in the absence of leadership, exercises initiative and judgment in responding to customer concerns (both internal and external) or, if unable to assist, promptly refers to the appropriate party or department and follows up to ensure problem resolution.
- Strong interpersonal and communication skills.

- Excellent organizational skills with the ability to work independently and in teams in a professional environment.
- Ability to problem solve, multi-task, and demonstrate self-motivation.
- Proficiency in Microsoft Office and experience in electronic communications.

Other Requirements:

- Must be able to work well with others and operate effectively as a team member
- Broad knowledge of community resources
- Good telephone etiquette
- Able to work a flexible schedule
- Transportation and valid driver's license/car insurance
- Department of Justice- finger printing clearance
- Mandated child abuse reporter
- References upon request

Reports to:

Executive Director

Submit resume to:

Mario Gonzalez at mgonzalez@centrolafamilia.org

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