



Title: Administrative Assistant

Pay rate: \$14.00 per hour; DOE

Summary

This position is responsible for functioning as the facility's receptionist and for performing office clerical duties, visitor reception, and administrative support of the program.

Duties and Responsibilities: include the following. Other duties may be assigned.

- Responsible for the effective operation of the front office;
- As receptionist all incoming and outgoing phone calls will be dealt with in a professional and courteous manner. Calls will be appropriately directed to the person intended or voicemail;
- General administrative support to the program, i.e., scheduling appointments, data input, assisting Director with disseminating reports, billing and correspondence;
- Responsible for coordinating program meetings or activities that are held at the facility such as Board/Advisory meetings, Management Meetings, Graduations, Tours and Monitor/Audit visits;
- Provide secretarial support to the Program Director;
- Assist with required postings (legal and required by funding source) at the facility and that designated space is available for them;
- Maintain filing system for administrative files and any other relevant files;
- Review and distribute, when appropriate, all incoming mail addressed to the program;

Qualifications

- A high school diploma or a GED;
- Two years' experience as an administrative assistant in a general business office is required;
- Must pass a typing test of 45wpm;
- Experience working with a female population is preferred;
- Some knowledge of substance abuse and treatment is desired;
- Not currently on probation or parole. Must be discharged for at least three years.
- Valid California Driver's License or Identification and proof of personal auto insurance is required. Hire is contingent upon agency insurability;
- Must be able to pass a criminal history background screening (Live-Scan); as well as maintain annual CPR Certification, First Aid Certification, and Tuberculosis test results



Organization Description

Saint John's operates the only program of its kind Sacramento County, and is built around an 12 – 18 month curriculum of intensive life skills and vocational training for homeless mothers and children - the most rapidly rising segment of the homeless population nationally. Established in 1985, Saint John's now provides a hand up and out of poverty through a trajectory of services focused on creating self-sufficiency. Included in this continuum are three housing programs, two public restaurants, including catering, and a public child care and development center. The mission of Saint John's Program for Real Change is to unleash the potential of mothers in crisis to improve their quality of life and enrich the lives of their families.

Saint John's Program for Real Change is an equal opportunity employer.

To Apply:

If you meet the qualifications described herein, please submit in your resume/cover letter, and complete the questionnaire using the link provided:

<http://hrtogo.agileats.com/CareerPortal/JobDetail.aspx?RequisitionId=12175&SourceId=1307>