

**Administrative (Office) Assistant Job Ad**

This full-time position is located in Grass Valley, California (a halfway point between lake Tahoe and Sacramento).

Position: Office Assistant

Date: June 30, 2021

Location: Administrative Office

Department: Admin and Finance

Supervisor: HR and Admin Officer

Schedule: Full time; 40 hours/week

Hospitality House began as a shared vision in 2005 when concerned Nevada County citizens came together to help individuals struggling with homelessness. After operating as a nomadic shelter for eight years, Hospitality House opened its doors as an emergency shelter, Utah's Place, in 2013. It became the first and only permanent homeless shelter in Nevada County and remains the only general use emergency shelter today. Hospitality House plays a critical role in the community, offering emergency shelter, street outreach, food, clothing, job training, customized case management, mental health counseling, enrichment classes, transportation, recuperative care, pet-care, housing assistance, and homelessness prevention services.

If you share our vision of helping Nevada County residents return to housing with care and compassion, we invite you to join our team! The Administrative Assistant is a professional playing a critical role through office and executive team support. The ideal candidate brings a high level of professionalism, organization, attention to detail, and friendly demeanor to our fast-paced non-profit organization.

**POSITION SUMMARY**

Under the supervision of the Human Resources and Administrative Officer, provide clerical, office, and oversight support for the Administrative and Finance Department. This position also responds to requests from members of the Executive Leadership Team.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Performs a variety of general clerical tasks, including but not limited to photocopying, creating, and maintaining binders, distribution of internal agency documents, and running errands.
- Answers incoming calls and handles the communication needs of clients and constituents.
- Manages confidential files including employee and other proprietary documents.
- Inventories and orders office supplies on a weekly and as-needed basis.
- Records information as needed and notifies managers of messages.
- Greets clients and visitors with a professional and welcoming demeanor.
- Sends emails and initiates correspondence, both internal and external.

- Collaborate with the Facility and Maintenance Technician to organize and maintain office common areas including vacuuming and other general housekeeping tasks.
- Maintains office calendars including conference rooms, birthday/anniversaries, and other administrative calendars.
- Coordinates internal events and meetings.
- Collaborates with the Facility Maintenance Technician to maintain office equipment.
- Under the direction of the Grants and Data Manager, complete data entry projects as assigned.
- Collaborates with other staff and departments to meet organizational needs and assignments.
- Coordinates and maintain the fleet log for all company vehicles.
- Coordinates and maintain staff trainings and logs.
- Other duties as assigned.

## **EDUCATION AND/OR EXPERIENCE**

Associate's Degree (A.A.) or equivalent from a two-year college or technical school in office administration, business administration, or a closely related field; or six months to one-year related experience and/or training; or equivalent combination of education and experience.

## **COMPUTER SKILLS**

To perform this job successfully, an individual should have intermediate skills in the following: Microsoft 365 including Word, Excel, PowerPoint, and Outlook, Adobe Acrobat, and Google.

## **OTHER SKILLS, ABILITIES, AND QUALIFICATIONS**

- Ability to and interest in working with members of vulnerable populations especially those experiencing homelessness.
- Formal de-escalation, psychological first-aid, trauma-informed care, and harm reduction training preferred but not required.

**HH Employment is available to eligible people regardless of religion, race, color, national origin, sex or disability.**