

NAMI Santa Cruz job opportunity for Administrative Assistant. Application deadline July 6.
description

We are looking for an Admin Assistant:

We are currently looking for an Administrative Assistant to provide broad administrative support for the organization. This position is multi-faceted and requires a variety of skills including scheduling, newsletters maintenance, record maintenance, correspondence and volunteer coordination. The ideal candidate is highly dependable, works efficiently and works well both independently and as a team member with co-workers, volunteers and members. This is a part-time 20 hour position, with possible expansion to 32 hours/week.

I. ESSENTIAL DUTIES AND RESPONSIBILITIES

Manage general clerical and office needs, including supervising volunteers for such task
Support the Board and Program Director with administrative task including correspondence, scheduling, managing projects, financial record keeping, filing and human resources
Respond to phone and email inquiries and needs
Assist in reviewing and updating web and social content
Assist with bi-monthly newsletter as assigned
Assist with arrangement of bi-monthly speaker meetings
Assist with financial and board reporting and preparation
Work with bookkeeper

MINIMUM QUALIFICATIONS

High school diplomas or GED. A.A. or B.A. preferred
Minimum of two years of experience in administrative support position. Experience in non-profit and/or mental health work is a plus
Ability to demonstrate diplomacy and tact and maintain confidentiality working with volunteers, donors, staff and Board Members
Excellent written, composition and verbal communication skills, showing great attention to detail.
Use of computers, software, email and the internet proficiently
Ability to work a flexible schedule, including some evenings and weekends
Ability to work at a desk for up to 8 hours per day and lift up to 40 pounds
Requires a car, insurance, valid drivers license and clean DMV record for travel throughout Santa Cruz County
Eligible for Paid Sick Leave based on hours worked.

APPLICATION:

Email or fax cover letter summarizing your qualifications and specific interest in the position
Email or fax copy of your resume (fax [831-420-1057](tel:831-420-1057))
Forward a list of three professional references including name, phone number and email and your connection to them
