



Wellness is Traditional

JOB ANNOUNCEMENT

Position Title: Youth Programs Administrative Assistant
Department: Administration
Supervised By: Director of Youth Programs
Location: La Posta
Status: Non-exempt
Posted: July 19, 2017
Closing Date: Until Filled
Salary: \$12-16/hour DOE
Grant Funded: N/A
Hours: Full Time, Monday-Friday, hours TBD as per program needs

GENERAL STATEMENT OF RESPONSIBILITIES:

Provide regular clerical and administrative support to the Director of Youth Programs or other Youth Program staff, as necessary. Prepares correspondence and reports, maintains schedule and calendar, answers telephones and maintains electronic and hard copy files.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Performs regular administrative and reception duties, such as preparing correspondence and reports as requested by supervisor and composes draft letters following established formats. Proofreads all materials for accuracy prior to supervisory review and signature.
2. Maintains supervisor's calendar, scheduling meetings and making logistical and travel arrangements necessary for internal and external meetings. May prepare meeting agenda and minutes, as requested.
3. Maintains master schedule of Youth Program activities and events, collecting and disseminating information to Youth Program staff, volunteers, members and families as instructed.
4. Answers telephones providing general information, referring callers to other staff or taking messages as necessary.
5. Maintains electronic and hard copy filing systems, making sure they are accurate and timely and facilitates easy retrieval of information.
6. Monitor office supply inventory and order supplies as necessary.

7. May be responsible for managing inventory of office equipment and service contracts, performing routine maintenance activities and contacting service representatives as needed.
8. Serve as Youth Program receptionist, greeting all members and visitors and maintaining attendance and visitor logs.
9. Perform other duties as assigned

QUALIFICATIONS:

1. **Education/Experience:** Must be 18 years of age or older with a High School diploma or GED certificate. Experience working with children and knowledge of youth development preferred. One year of experience in a clerical role.
2. **License** A valid California driver's license is required at the time of appointment and must be maintained throughout employment. Applicant must be insurable under SIHC vehicle insurance policy at the time of hire and throughout employment.

Certifications and/or licenses appropriate to the positions required education and profession must also be valid and maintained.

3. **Character:** Applicants must have a reputation for honesty and trustworthiness. Must be responsible and able to exercise good judgment, accept administrative supervision, pay attention to detail, follow instructions, including the ability to interact effectively and communicate with people in a professional and courteous manner. Must be highly confidential and work as a team with other staff. Applicant should be sensitive to client's needs.
4. **Other:** Must have effective communication skills. Requires skill in the use of a wide variety of office equipment including: computer, typewriter, calculator, facsimile, copy machine, and other office equipment as required. Must be able to follow instructions and work independently.

Applicants must successfully pass a pre-screening, including a tuberculin skin test or x-ray and a blood/urine drug screening test. Health must be adequate to perform all duties of the position. Applicant must complete SIHC Application and Authorization Form, both must be submitted to Human Resources prior to the close date indicated.

INDIAN PREFERENCE:

INDIAN PREFERENCE: In the filling of any SIHC job vacancy, preference may be given to qualified Native American Indians, pursuant to the Indian Preference Hiring Act, 25 USC 472, unless other laws require the filling of a vacancy without regard to Indian preference (e.g. Public Law (P.L.) 94-437, "Indian Health Care Improvement Act (IHCIA). To receive Indian preference for any SIHC position, the applicant must be enrolled, or be eligible for enrollment, as an American Indian with their Tribe, or must be certified as an American Indian from the designated Tribal Representative. Applicants claiming Indian preference must attach verification of their claim to the SIHC application, including Certification of form BIA-4432, which is available from the SIHC Human Resources Department. If verification is not or cannot be verified, the applicant will not receive Indian preference for purposes of the interview.