

BBBS of the Greater Sacramento Area
800 Howe Avenue, Suite 440
Sacramento, CA 95825
www.bbbs-sac.org



Description, Compensation and Benefits:

- POSITION TITLE: Administrative Assistant
- REPORTS TO: CEO
- CLASSIFICATION: Part-time 16-24 hours/week, non-exempt
- SALARY: \$15 - \$17/hour, based on experience
- BENEFITS: No health or retirement benefits are provided for this position
- SUMMARY: The Administrative Assistant will be providing secretarial and administrative support to the executive team, office staff, volunteers, and families.

ESSENTIAL JOB FUNCTIONS:

The essential duties and responsibilities of this position include the following. Other duties may be assigned in the sole discretion of the CEO:

- Serve as the first line of communication with visitors to our office by greeting, welcoming, directing and announcing them appropriately.
- Answer, screen, and forward any incoming calls and provide basic information to callers as needed.
- Receive and sort daily mail, deliveries, and info emails to the appropriate staff.
- Perform other receptionist duties including filing, photocopying, emailing and drafting correspondence.
- Organize and maintain file systems, correspondence, and other records.
- Support program staff as needed.
- Support CEO by arranging and scheduling meetings, preparing agendas, reserving facilities, and posting open positions to job boards.
- Schedule interviews with job applicants.
- Order and maintain office supplies and arrange for equipment property maintenance as needed.
- Coordinate service of IT vendors and other office equipment services.
- Assist with human resources administrative tasks.
- Other duties as assigned.

REQUIREMENTS/COMPETENCIES:

- Adaptability: Adapt to changes in the work environment; cultural preferences, change approach or method to best fit the situation. Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality: Be consistently at work and on time; arrive at meetings and appointments on time.
- Communications Skills: Possess excellent written and oral communications skills with the proven ability to produce well-written email correspondence and professional letters. Clear understanding of social media and strong public speaking skills.
- Computer skills: Must have proficient computer abilities including Microsoft Office (Word, Excel, and Outlook), and a willingness to learn donor database software or other programs maintained by the agency.

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- Diversity: Demonstrate respect and sensitivity for cultural differences. Ability to take cultural differences into account in developing organizational communication.
- Interpersonal Skills: Focus on solving conflict, not blaming; maintain confidentiality; display high emotional intelligence; remain open to others' ideas and try new things.
- Organizational Support: Follow policies and procedures; complete administrative tasks correctly and on time; support organization's goals and values with a strong commitment to the mission.
- Planning/Organizing: Prioritize and plan work activities; use time efficiently.
- Problem Solving: Identify and resolve problems in a timely manner; gather develop alternative solutions.
- Professionalism: Approach others in a tactful manner; treat others with respect and consideration regardless of their status or position; maintain healthy communication and proper boundaries.
- Ability to work independently; The ability to be a self-starter is a must.

QUALIFICATIONS:

- Minimum of one-year related experience and/or training as an administrative assistance.
- Language skills: Ability to read, analyze, and interpret general instruction and technical procedures. Ability to write simple correspondence. Ability to effectively present information and respond to questions from senior leadership, board members, and the public.
- Reasoning ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Certificates, Licenses, Registrations

- Possession of a valid driver's license and vehicle insurance is a must.

Physical Requirements and Work Environment:

- While performing this job, the employee is required to sit often and use their hands and fingers, to utilize a keyboard,
- The employee is occasionally required to stand, walk, reach with arms and hands, lift approximately 25 pounds on occasion, and to stoop, kneel, or squat, and drive on occasion.
- The noise level in the work environment is usually quiet to moderate.

Application Instructions:

How to Apply:

- Candidates should email a resume and cover letter to info@bbbs-sac.org
- Include "Administrative Assistant – [Your name]" in the subject line. No phone calls please.

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Big Brothers Big Sisters of the Greater Sacramento Area provides equal employment opportunities (EEO) to all employees, applicants and any third parties, for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. In addition to federal law requirements, Opening Doors complies with applicable state and local laws governing nondiscrimination laws.

About our organization:

Our mission is to create and support one-to-one mentoring relationships that ignite the power and promise of youth. Our vision is that all youth achieve their full potential.