

Job Announcement



THE ORGANIZATION: Opening Doors is a nonprofit organization that helps underserved Sacramento area residents to achieve self-sufficiency and increased assets by accessing opportunities to mainstream economic, legal and social systems. The organization assists clients through refugee resettlement and cultural orientation; case management for foreign-national survivors of human trafficking; low-cost immigration legal services; increased knowledge and skills in personal financial management; and business training, counselling and microloans. Additionally Opening Doors provides administration and leadership of the Sacramento Area Rescue and Restore Coalition to combat human trafficking.

Position Title: Administrative Assistant
Report to: Office Manager
Classification: Non-exempt, Full time
Date Needed in Position: Immediately

MUST BE BILINGUAL IN SPANISH

SUMMARY

Schedule appointments, manage and direct organizational information to incoming callers. Provide administrative support to program staff as needed.

EDUCATION AND/OR EXPERIENCE: A High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

KEY RESPONSIBILITY

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

- Serve visitors by greeting, welcoming, directing and announcing them appropriately.
- Provide professional and welcoming reception service during working hours. Answer, screen, and forward any incoming calls and provide basic information to callers as needed.
- Receive and sort daily mail, deliveries, INFO emails and faxes to the appropriate staff.
- Perform other receptionist duties including filing, photocopying, faxing and drafting correspondence..
- Organize and maintain file systems, correspondence and other records.
- Support program staff by scheduling travel and hotel reservations.
- Support program staff by arranging meeting, preparing agendas, reserving facilities, and assisting in the preparation of records.
- Order and maintain office supplies, and arrange for equipment maintenance, as needed under the guidance of the Office Manager.
- Coordinate service of IT vendors and other office equipment services.
- Assist with human resources administrative tasks.
- Under the supervision of the office manager, coordinate recruitment and management of volunteers and interns.

REQUIREMENTS/COMPETENCIES

To perform the duties of this position successfully, an individual must demonstrate the following competencies:

- Adapt to changes in the work environment; change approach or method to best fit the situation. Able to deal with frequent change, delays, or unexpected events. Required to work a flexible schedule to facilitate program services.
- Requires being careful about detail and thorough in completing work tasks.
- Must have basic computer abilities including Microsoft Office (Word, Excel and Access) and a willingness to learn other programs maintained by the agency
- Show respect and sensitivity for cultural differences.
- Familiar with phone Etiquette and office procedures
- Maintain confidentiality; keep emotions under control; remain open to others' ideas and try new things.
- Follow policies and procedures; complete administrative tasks correctly and on time; support organization's goals and values.
- Prioritize and plan work activities; use time efficiently.
- Approach others in a tactful manner; treat others with respect and consideration regardless of their status or position; maintain healthy communication and proper boundaries.
- Write/speak clearly and informatively in English and Spanish.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The following demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the **Administrative Assistant** job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

While performing this job, the employee is required to sit often and use their hands and fingers, to handle or feel and to manipulate keys on 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.

HOW TO APPLY:

Interested candidates should email a resume and cover letter to: humanresources@openingdoorsinc.org. Include "Admin Assistant– [Your name]" in the subject line. No phone calls please.