



Job Announcement

Position title: Administrative Assistant

Reports to: Operations Manager

Classification: Full time, non-exempt

Supervises others: No

Salary: \$20.22 - \$21 per hour

Location: 95825 - Sacramento, CA

About us: Opening Doors, Inc., envisions a world in which migrants and refugees lead lives of joy and belonging, embraced by welcoming communities. Our mission is to enrich communities by supporting immigrants, refugees, and survivors of trafficking on their path towards stability, self-sufficiency and belonging.

Opening Doors is guided by our organizational values:

- Rising Together: We are in this together and depend on each other.
- Honoring Dignity: We recognize and honor everyone's strength and inherent dignity.
- Embracing Courage: We do the right thing, even when the path is uncertain.
- Seeking Joy: We take time to be together, celebrating our diverse cultures and recognizing our victories.

Opening Doors began in 1993 as a small refugee resettlement agency, and today serves 2,000 clients per year across our 5 program areas: Refugee Programs, Human Trafficking Programs, Immigration Legal Services, Health Programs and Economic Prosperity Programs.

Ideal candidate: The ideal candidate is organized, proactive and solution-oriented, with strong project management and communication skills.

They will have the ability to work effectively in multi-cultural work environments, showing respect and sensitivity for cultural differences, and will be passionate about Opening Doors' mission.

Responsibilities: The essential duties and responsibilities of this position include the following:

- Maintain employee personnel records including change of status, personnel actions and all other related personnel records.
- Assist in completion of employee hiring packets, personnel files including new hires, termination, and completion of hiring form.
- Assists supervisors and human resources lead with recruitment process, including recruitment tracking database and onboarding.
- Cover the reception area when the Administrative Assistant is on leave or on breaks.
- Track and maintain the assets and office supplies.
- Attend Board of Directors meetings and draft minutes.
- Assist Operations Manager with check requests preparation, maintaining petty cash and supporting deposits as needed.
- Assist Operations Manager with any other HR and admin related tasks.

Other duties may be assigned in the sole discretion of the Organization. The Organization may assign or shift duties and responsibilities to this position at any time due to reasonable accommodation or other reasons.

Required Qualifications: The requirements listed below are representative of the knowledge, skills and/or abilities required.

- High levels of attention to detail and demonstrated ability to adhere to organizational policies and procedures.
- Familiarity with clerical, administrative or operational office support.
- Ability to collaborate effectively with colleagues in different departments and roles within the organization while maintaining confidentiality.
- Possession of a valid driver's license and vehicle insurance.

Preferred Qualifications: The requirements listed below are not required but are desired.

- Significant experience with clerical, administrative or operational office support.
- Familiarity with the social services or nonprofit fields.
- Demonstrated experience in human resource related positions.
- Effective communication skills in 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** position. Reasonable accommodation can be made to enable people 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: Candidates should email a **resume and cover letter** to humanresources@openingdoorsinc.org Include "Administrative Assistant" – [Your name]" in the subject line.

Opening Doors 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.

Opening Doors participates in E-Verify.