SOUTH BAY WORKFORCE INVESTMENT BOARD, INC.

A Private Nonprofit Corporation & *An Equal Opportunity Employer*

Administrative Assistant

JOB ANNOUNCEMENT

Summary:

We are looking for a responsible Administrative Assistant (AA) to assist with administrative duties and provide support to front office staff. The work of the AA will be critical in ensuring that the team meets its goals in an efficient and organized manner. This person should be able to take initiative as well as productively manage his/her time while working in a fast-paced environment. The ideal candidate will also operate in a professional and ethical manner; refrain from gossip and be able to efficiently handle complaints and understand the importance of maintaining confidentiality. This person must have excellent communication skills, phenomenal customer services skills and be comfortable working with others of diverse statuses and backgrounds.

This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, nor by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

Salary & Benefits

This is a ***full-time position, 40 hours/week***, with a starting hourly wage of ***$18.75***. Our Company has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Our benefit package represents a hidden value of additional income to our employees, which include a 75% health cost employer covered medical cost, sick and vacation time, holidays and a ***competitive 401k plan***. All full-time employees are invited to participate in the company's health benefits package after completing the 60 days of employment. The employment probationary period is 6 months. Some of the beneficial perks offered at SBWIB Inc. are '***student loan forgiveness' (PSLF)*** as we are a participating 501 (C) 3 non-profit. Our organization also pays up front for travel and hotel expense to any workshops, events, seminars, or meetings that are a distance outside of the norm to travel to.

Minimum Qualifications:

Must have high school diploma or equivalent, graduate with an associate degree in business or any related field and at least one (1) year of related administrative experience is required (experience may substitute education on a year-for-year basis); good oral and written communication skills are a must; strong MS Word and EXCEL skills; strong customer service skills. Must pass a background security clearance and a valid California Driver's License and reliable transportation are required.

Essential Duties and Responsibilities: Under general supervision of the Site Manager or designee, the duties of the Administrative Assistant will be, but are not limited to, the following:

- Answer phones, forward calls, and take messages, assist in performing clerical functions
- Performs a variety of duties related to a specific project or program
- Word processing to create letters, reports, requisitions and other documents
- Set up and maintain client and project files
- Input into data system follow-up and exit information for clients
- Oversee inventory and maintenance of office supplies and materials
- Collect, review and chart program timesheets
- Provide excellent customer service to all clients and stakeholders
- Collaborate with SBWIB staff to meet organization goals and provide administrative support as needed
- Provide administrative support and perform other related duties as assigned
- Assist Coordinator with preparation for community partners' meetings, etc.
- Support youth as they plan, lead and assess community-based events
- Assist in recruitment and outreach to students and families

- Assist with the completion of various assignments & reports as well as the collection of data to create statistical reports of students' outcomes
- Participate in meetings, events, or other special activities
- All other duties as assigned

Working Conditions

Applying for this position connotes an understanding and acceptance of duty in light of potential exposure relating to COVID-19 as you will be required to interface with multiple team members. Performing duties of this position will require wearing protective equipment (e.g. mask, gloves, etc.,), and following protective measures enforced by the Company, City, County, State and/or Federal Authorities as it relates to current states of emergencies (e.g., pandemics) or the functions of this position. **Note**: Measures may change based on level of safety concerns. Employee may also be required to spend the majority of the day walking, standing, sitting at a desk, with some lifting and bending. Must have excellent time management skills, must be able to work well under stress and meet deadlines. Must also be able to travel to other locations for trainings, conferences and/or meetings within or outside our local area and occasionally statewide in which such travel may last one (1) or more days - if/as necessary. Reliable transportation, a valid driver's license and proof of insurance is a must. ***Must be able to provide official proof of vaccination or religious/exemption status from a verifiable clergy or doctor with contact information and signature included. Employees with approved exemptions will be required to provide COVID testing once a week or more, as necessary, and as enforced by the Company and its Contractors, the County and other applicable laws, regulations or orders.***

How to Apply

Send a cover letter and résumé to apply@sbwib.org for consideration. Recruitment for this position will end upon receipt of a sufficient number of résumés. Only those applicants with the most relevant qualifications and knowledge will be invited to participate in the oral interview. **No phone calls please.**

The SBWIB, Inc. is an equal opportunity employer. Applicants are considered for all positions without regard to race, color, sex, gender identity, national origin, age, mental or physical disability, medical condition, marital status, sexual orientation, pregnancy, ancestry, religion, military or veteran status, or any other status protected by law.

The SBWIB, Inc. provides reasonable accommodations consistent with its legal obligations. Therefore, applicants who may need reasonable accommodations or other assistance in relation to a disability or religion, at any point within the application process or thereafter if hired, should immediately inform SBWIB, Inc. by sending an email to apply@sbwib.org.