

JOB POSTING: 6/2/2010

Administrative Assistant

Full-time, hourly, non-exempt

Under direction, performs a wide variety of administrative and secretarial duties which require a substantial degree of autonomy, flexibility, and organizational skills. Manages projects for the Executive Director, Development, and Program staff; and performs other work as required. Successful candidates must function independently, be able to perform administrative assignments which require analysis and adaptive thinking, and be able to smoothly transition between departments (e.g. Development to Program).

Knowledge, Skills, and Abilities:

Documented employment history of and demonstrated knowledge in the following areas:

- ◆ Administrative Skills:
 - Correct grammar, rules of punctuation and spelling
 - Proper format for business correspondence
 - Filing systems, including indexing and cross-reference methods
 - Excellent telephone skills
 - Office management and organizational methods

- ◆ Office and work skills:
 - Strong computer skills and an ability to learn new software programs
 - Demonstrated ability in Word, Excel, Outlook, and Power Point; type a minimum of 50 words per minute
 - Operate all relevant office equipment
 - Strong project management
 - Writing skills, with an emphasis on proofreading and attention to details

- ◆ Interpersonal Skills:
 - Open communication style, good team member
 - Gracious and responsible when faced with challenges or conflicts
 - Establish and maintain constructive and harmonious relationships with volunteers, staff, interagency partners, and board

Qualifications and Requirements:

- ◆ Associates degree; technical training or relevant certification
 - Or - Multiple years of experience performing increasingly responsible clerical duties
- ◆ **REQUIRED:** Bi-lingual Spanish-English
- ◆ Criminal justice fingerprint clearance required prior to commencing employment
- ◆ Valid driver's license and auto insurance coverage

To apply: Submit cover letter and resume via email to siobhan@casamonterey.org or via mail to:

Siobhan Greene, Executive Director
CASA of Monterey County
201 Monterey-Salinas Highway, Suite F
Salinas, CA 93908
No phone calls, no faxes