

JOB ANNOUNCEMENT BULLETIN

NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111 • (858) 715-2642



ADMINISTRATIVE ASSISTANT (DEVELOPMENT) **0007-0414-OC**

SALARY: **Range: 46.01** **\$16.98 per hour**

EMPLOYMENT OPPORTUNITY: **One (1) Regular Part-time, position with the NHA CEO's Office, Development Department located at 5660 Copley Drive – San Diego, 92111**

APPLICATION SUBMITTAL INSTRUCTIONS:

POSITION IS OPENED UNTIL FILLED

Application must be fully completed (per instructions), signed, dated when submitted. Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41st Street, San Diego 92113; or on the Agency website at www.neighborhoodhouse.org. Completed applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111.

JOB DUTIES AND RESPONSIBILITIES

This part-time position is flexible regarding the hours and days worked, with a maximum of nineteen and a half (19.5) hours per week.

Under general direction, performs a wide variety of highly responsible, complex, and often sensitive and confidential office administrative and secretarial/office support functions in support of the Development Director; provides responsible, para-professional administrative assistance in data analysis, collection, and support for NHA's fundraising efforts; and performs related duties as assigned.

EXAMPLES OF ESSENTIAL DUTIES:

Assists with fundraising events coordination; Compiles tracking for Fundraising Reports; Coordinates mail campaigns including invitations, thank you letters, etc.; Assists with database management and development, including spreadsheets; Acts as donor liaison and provides customer service support; Makes follow-up phone calls and initiates outreach to potential donors; Processes donor and sponsor payments; Creates basic accounting spreadsheets and manages accounting reports; Coordinates meetings, and assists with Social Media Campaigns; Assists with grant writing administration and research; Ensures a high-performance, customer service-oriented work environment which supports achieving the section's and NHA's mission, objectives and values; Provides administrative and office support to key NHA executives or managers by typing and/or drafting memoranda, correspondence, board transmittals and other documents and reports; Ensures materials and reports for signature are accurate and complete; Maintains appointment calendars, coordinating meetings, screening requests for the Development Director's time and assisting him / her with effective time management; Proofreads and checks typed and other materials for accuracy, completeness and

EXAMPLES OF ESSENTIAL DUTIES (cont.):

compliance with NHA standards, policies and procedures; Receives and screens visitors and telephone calls, providing information and handling issues that may require sensitivity and use of sound independent judgment; Responds to complaints from officials, staff and the public, refers the complaint to appropriate staff and/or takes or recommends action to resolve the complaint; Reviews, determines priority, and routes incoming correspondence; Researches and assembles information from a variety of sources for the preparation of records and reports; Makes arithmetic or statistical calculations; Organizes and maintains files; Monitors and participates in the department's record retention program in accordance with NHA's records management procedures; Coordinates and participates in purchasing equipment, materials and supplies; Serves on special section committees and task forces; Prepares agenda and minutes for special groups and coordinates the completion of staff assignments for presentation to such groups.

OTHER DUTIES:

Incumbent may attend fundraising events on evenings or weekends.

Education, Training and Experience: A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a college or university with an Associate's Degree, (Bachelor's Degree preferred); two years of office administrative or secretarial experience; or an equivalent combination of training and experience.

Knowledge of: Office administrative and management practices and procedures; principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation; basic data processing principles and the use of word processing and computer equipment and software; record keeping, filing and purchasing practices and procedures;

Ability to: Operate a computer using word processing, spreadsheet, database and other standard business software; type accurately at a speed necessary to meet the requirements of the position; organize, set priorities and exercise sound independent judgment within areas of responsibility; interpret, apply, explain and reach sound decisions in accordance with laws, regulations, rules and policies; organize, research and maintain complex and extensive office files; compose correspondence from brief instructions; communicate clearly and effectively orally and in writing; prepare clear, accurate and concise records and reports; maintain sensitive and confidential information; use tact, discretion and diplomacy in dealing with sensitive situations and concerned people and customers; establish and maintain highly effective working relationships with officials, staff, the public and others encountered in the course of work.

Licenses and Certification: Incumbent must have a valid California Driver's License.

PHYSICAL & MENTAL DEMANDS:

Employee is required to sit, stand and walk; talk or hear, both in person and by telephone; use hands to operate, finger, handle or feel office equipment; reach with hands and arms; and lift up to fifty pounds. This job includes close vision and the ability to adjust focus required to use written and oral communication skills; read and interpret data; use math and mathematical reasoning; analyze and solve problems; learn and apply new information; perform highly detailed work on multiple, concurrent tasks with frequent interruptions; meet intensive and changing deadlines and interact with officials, staff and the public.

APPLICATIONS OF CANDIDATES WHO DO NOT MEET THE STATED POSITION REQUIREMENTS WILL NOT BE CONSIDERED. ONLY THOSE CONSIDERED FOR INTERVIEW WILL BE CONTACTED.

The provisions of this job announcement do not constitute an express or implied contract. Any of the provisions contained in this job announcement may be modified or revoked without notice.

Please note that offers of employment are only valid if they are made by the Human Resources Department

FILING APPLICATIONS:

Applications must be filled out completely and legibly. Applications may be submitted in person or by mail. All statements on the application will be subject to verification and investigation prior to employment. When a closing date is indicated, applications must be received by or before 5:00 p.m. on that date, or otherwise as stated on this job announcement.

POSITIONS REQUIRING DEGREE/ CREDENTIAL:

An official transcript from an accredited college/university and/or Credential must accompany the employment application. Applicants who fail to comply with this requirement will not be eligible for interview.

BENEFITS:

None

HOURS:

The normal workweek is 5 days or 40 hours. Actual work hours may vary between 6 a.m. – 11 p.m.

INTRODUCTORY PERIOD:

All regular appointees serve 6 months introductory period.

CITIZENSHIP/IMMIGRATION STATUS:

Neighborhood House Association hires only U.S. citizens, and lawfully authorized alien workers in accordance with the Immigration Reform Act of 1986.

This Job Announcement is not an offer of employment. Any person who is hired may voluntarily leave their employment upon giving proper notice, and may be terminated by the Agency at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.