Our mission is to eliminate homelessness and strengthen our community. Vision- Our community is a better place to live, to grow up, and to grow older.

Our Family supports a healthy work-life balance and is routinely rated by its employees as having an enjoyable, friendly, flexible, and supportive work culture. We value our employees and hope you will consider joining our team! We are recruiting for the open position of:

**Title:** Administrative Assistant  
**Reports to:** Administrative Services Manager  
**Status:** Full-time, Non-exempt  
**Compensation:** Base salary of $15/hr. with increases based on merit and experience

The primary purpose of this position is to provide both direct service of day-to-day administrative activities at the front desk to support agency staff and help to maintain an efficient office environment as well as coordinate file system and donation room.

All agency positions are expected to meet the agency standards for attendance and punctuality, positive interactions with others, effective work habits, knowledge and skills, judgment and ethics. The specific expectations and essential duties of this position include:

- Customer service  
- Phones  
- Data entry  
- Office organization and attention to detail  
- Correspondence and filing as needed  
- Other duties as assigned

Scheduling flexibility:

Front desk coverage hours may vary between 8:00 a.m. and 5:00 p.m. Mon-Thurs, and 8:00 a.m. – 4:30 p.m. on Fridays. Later evening or weekend coverage may infrequently be needed to support administrative functions. Some flexibility in scheduling is available to meet employee needs, as long as agency and department needs are still being adequately addressed.
Qualifications:

- Proof of COVID-19 vaccination required
- Associate degree in a related field or two (2) years’ office experience.
- Bilingual (Spanish / English) strongly desired. (There is a $.75/hr. pay increase when successfully completing the language test.)
- Eligible to receive and maintain state fingerprint clearance
- Minimum 21 years of age.
- Computer skills necessary

Our Family offers excellent benefits!

- 13 paid holidays a year
- Benefits start the first of the month following hire
- Affordable medical (30+ hour employees) and dental benefits with a choice of plan options
- Employer-paid life insurance (30+ hour employees) with the ability to buy up additional coverage
- Generous paid time off with the ability to use time as it accrues with no waiting period
- A 403(b) retirement plan with an agency match
- Educational reimbursement available
- An investment in staff development, including many quality agency-provided trainings

Our Family Services is an Equal Opportunity Employer. We especially encourage applications from veterans, individuals with disabilities, and alumni from national service programs such as Peace Corps and AmeriCorps, people of color, people of diverse gender identities, women, and people with lived experiences of homelessness

Date 7/5/2022

HOW TO APPLY:  https://www.ourfamilyservices.org/about/join-our-team/