



## JOB DESCRIPTION

### Job Title: Administrative Assistant – Kid Healthy

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Reports to:	Executive Director	Dept:
FLSA Classification:	Non-Exempt PT	Entity: Fiscal Sponsorship
Supervises Others:	No	

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#### SUMMARY:

We are looking for an individual who is efficient and comfortable being a member of a team. The ability to multi-task, while maintaining complex schedules and managing administrative support, is essential to this position. The ideal candidate for this job is resourceful, a good problem solver, organized and has excellent communication skills. Assuring a steady completion of workload in a timely manner is key to success in this position. Will assist the Project Manager and Executive Director maintain an organized and efficient organization.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the guidance of the Executive Director, the Administrative Assistant will:

- Assist in managing workflow through delegation and/or organization of tasks.
- Generate memos, email and reports as directed
- Respond to questions and requested for information
- Maintain office supplies by monitoring inventory levels
- Maintain files and documents
- Be completely informed and knowledgeable on all aspects of Kid Healthy
- Participate in scheduled staff meetings as requested
- Assist in the acquisition and preparation of reports
- May be asked to attend and participate in specific outreach events
- Maintains current knowledge of and ensures compliance with organizational policies and procedures
- Supports the vision and goals of Kid Healthy
- Email monitoring and schedule management of the Executive Director
- Ensures effective, professional, and courteous communication with all contacts – internal and external. Works well with group of diverse people.
- Ensures that all applicable safety requirements for the program and work environment are met; including prompt injury and incident reporting.
- Completes other duties as assigned.

#### ADDITIONAL RESPONSIBILITIES: (approximately 10%)

- May be asked to participate in the areas of planning and public/private fundraising events.
- Completes other duties as assigned.

## **EDUCATION AND/OR EXPERIENCE:**

- High School Diploma and at least one year experience working in either an office or retail environment

## **COMPUTER, TECHNICAL & EQUIPMENT SKILLS:**

- Knowledge and/or experience with computer operations; uses a keyboard and calculator proficiently and with a high degree of accuracy.
- Knowledge and/or experience with Microsoft Office and data tracking systems
- Knowledge and/or experience with Customer Relationship Management software
- Knowledge and understanding of social media platforms such as Facebook, LinkedIn, Instagram, YouTube and Twitter.
- Knowledge and experience with Microsoft Excel
- Extensive knowledge and/or experience with Google Drive

## **COMMUNICATION SKILLS:**

- Strong interpersonal skills
- Strong writing and listening skills
- Bilingual preferred

## **ORGANIZATIONAL SKILLS:**

- Flexible, motivated, and productive
- Ability to follow instructions and strategic plan
- Ability to meet timelines
- Detail oriented and organized

## **PHYSICAL JOB REQUIREMENTS:**

- Requires clear vision at 20 inches or less with or without corrective lenses and vision sufficient to use equipment and drive a car safely.
- Hearing and speech within normal ranges and sufficient for clear communication face to face and on the telephone.
- Exposed to food industry environment conditions and noise levels.
- Independent body mobility to stand, climb stairs and ladders; traverse on uneven ground or wet slippery floors and at construction sites and large excavated areas; upper body strength to reach and move items from high shelves.

## **MENTAL AND REASONING REQUIREMENTS:**

- Uses critical thinking skills to create documents and spreadsheets and interpret information furnished in written, oral, diagram, or schedule form.
- Able to set goals based on available information and to plan work in order to meet deadlines. Able to project likely future occurrences based on current or historic data.
- Uses decision making skills and judgment to work independently to resolve problems; able to identify those situations that require supervisor intervention for a solution.
- Able to understand, comply and implement established processes, practices and systems.
- Uses skill and judgment to ensure written or verbal outputs are clear, accurate, grammatically correct and of appropriate tone.
- Able to formulate responses to requests for services and information from internal or external customers.
- Able to understand customer/donor issues, create solutions and communicate those solutions to implement in a timely manner.
- Able to present effective and compelling messages to individuals, groups and the public.

## **ENVIRONMENTAL CONDITIONS:**

- Will be required to work in an office and field environment, work in extreme temperatures both hot and cold for short periods and inclement weather conditions.
- May come in contact with spoiled foods, fumes from cleaning solvents and insecticides.

- Drive to community sites
- Work some weekends, evenings, and holidays when requested.

**OTHER JOB REQUIREMENTS:**

- Maintains professional behavior, dress and appearance at all times
- Attends meetings and trainings as requested
- Assists with other duties as assigned on a regular or occasional basis.
- Valid CA Drivers License
- Drives personal car on business; maintains a driving record and personal car insurance in accordance with organization's policies and provides related records periodically.
- May travel by car or air outside the area for one or several days.

Pay Range: \$18-20 per hour

Please send resumes to [renee@mykidhealthy.org](mailto:renee@mykidhealthy.org)

*OneOC/Kid Healthy is an Equal Opportunity Employer*