

GOODWILL INDUSTRIES OF THE GREATER EAST BAY

Position Title: Administrative Assistant

Position Purpose: To assist and support Community Service Staff with all administrative duties up to and including input and pulling participant information in Cal Win

Department: Workforce Development

Reports to: Project Coordinator

Supervision: None

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following responsibilities, accomplished with or without reasonable accommodation, are essential to this position.

1. Receive Referrals from County and get information on Cal Win and give to appropriate Employment Service Specialist.
2. Input all participant attendance and activities in Cal Win on a weekly basis.
3. Responsible for making new files for all new participants.
4. Responsible for updating participant database weekly and sending to Project Coordinator every Friday.
5. Make phone calls to schedule intake appointments and send out confirmation letters.
6. Provide clerical support to Employment Services Specialist.
7. Collects all case management and statistical data weekly and report to CSP Manager.
8. Other duties as assigned.

QUALIFICATIONS/EXPERIENCE:

1. High School Diploma/GED or two years of related experience in an administrative or administrative assistant position. Experience working with individuals with barriers to employment in a non-profit setting preferred.
2. Excellent verbal and written communication skills
3. Experience in working with broad bases and diverse population.

4. Intermediate computer skills in MS Office Suite (MS Word, Excel, Power Point, etc)
5. Valid driver's license, insurance, and a good DMV record with ability to travel in the general Bay area with own transportation.

OTHER REQUIREMENTS:

1. Ability to work independently and as part of a team, to lead, self-motivated, take initiative, follow-through and complete tasks on time.
2. Ability to be resourceful, dependable, and patient and a positive role model for staff and clients.
3. Ability to communicate in English both verbally and in writing.
4. Sound knowledge of good records management and control.

To Apply please fax resume to:

Sunni Thomas 707-864-2931

Or Email Resume to stthomas@eastbaygoodwill.org

End Date 11/18/11 by 5pm