



CAREGIVERS: *Volunteers Assisting the Elderly*

STAFF DUTY STATEMENT

JOB TITLE: ADMINISTRATIVE ASSISTANT

HOURS PER WEEK: 40 Hours (Full-Time)
Occasional evenings and weekends

REPORTS TO: EXECUTIVE DIRECTOR

*HOURLY RANGE: \$13-\$17/hour depending upon experience.
(Hiring in the mid-range.) Medical benefits included.*

REQUIREMENTS FOR THE POSITION:

1. Equivalent of three years of general administrative and bookkeeping experience or Associate's Degree. Able to work independently with little or no supervision.
2. Well organized. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, recording meeting minutes, designing forms/flyers, and other office procedures and bookkeeping. Strong decision making ability and attention to detail are equally important.
3. Skill in prioritizing assignments under heavy workload with competing deadlines and requirements.
4. Thorough knowledge of correct English grammar, spelling and punctuation. Compose, type, and proofread general correspondence, donor acknowledgement letters, and other documents.
5. Good interpersonal/communication skills with the ability to remain flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality.
6. Outstanding demonstrable typing skills, and knowledge of computer programs including Microsoft Word, Quickbooks, Excel, and Google Apps. Literate on both PC and MAC Computer operations.
7. In possession of a California Drivers License that is current, and an acceptable driving record to our insurer.
8. Ability to lift up to 25 pounds.

9. Update and maintain accurate donor and contact information in internal databases. Ability to learn and adapt to new database system. (Currently using Filemaker Pro.)
10. Staff at CAREGIVERS are mandated reporters.

JOB DUTIES:

1. Coordinate many different administrative and clerical tasks, set priorities and complete projects accordingly. Keep moderately complex records and files; prepare bulk mailings and personalized mail merges, email distributions, screen mail/telephone calls and visitors, and maintain confidential files. Ensure all tasks are completed in a timely, professional manner with minimal supervision
2. Assist in the logistical planning and execution of meetings and events, including but not limited to: scheduling committee meetings, preparing event timelines to ensure all deadlines are met, tracking of all income/gift-in-kind/event expenses to ensure budgets are adhered to, responsible for tracking sponsor benefits, coordinate event logistics including registration and attendee tracking, preparation of event materials including name tags, goodie bags; responsible for financial transactions at events, lead volunteers with set-up and execution of auction and raffles.
3. Field and screen initial inquiries from prospective senior clients, volunteers and donors. Take accurate, detailed messages.
4. Record and track donations/fundraising data. Distribute to appropriate committees/board/staff. Prepare and send donor correspondence, including timely thank you letters.
5. Track accounts payable and receivables for accuracy, timeliness. Prepare bank deposits on a weekly basis.
6. Assist the Bookkeeper in monthly bank statement reconciliation, prepare reports for grant purposes, compile materials for yearly audit. Work with auditor to ensure quick and accurate reporting.
7. Collect and track employee expense accounts/mileage claims/benefit accruals. Report payroll/adjustments.
8. Work closely with accountant and ED for additional requests related to financial reporting, oversight, grants, and reporting requirements.
9. Maintain a central office calendar and office files housed on Google Apps.
10. Maintain and organize office supplies. Arrange for all incoming and outgoing storage needs.
11. Work closely with Program Assistant and outside database contractor to ensure database functionality and adherence to established database style guide.
12. Work with web developer to ensure accurate updates to organizations website.

13. Other related duties as assigned or as requested by the Executive Director.

ABOUT OUR ORGANIZATION:

CAREGIVERS is a non-profit, 501(c)3 organization, formed in 1984, and dedicated to promoting the health, well-being, dignity, and independence of frail, homebound elders through one-on-one relationships with trusted volunteers. CAREGIVERS is committed to providing services, offering employment and volunteer opportunities to all, without discriminating on the basis of age, gender, race, religion, sexual orientation, ethnicity, national origin or disability. Our program is focused on seniors 60 years and older, with more than 63% of them 80 years and older. This underserved, low-income population of seniors cannot afford the care they need for activities of daily living, and they live in fear of not being able to do their grocery shopping or make it to their medical appointments. They live alone, are socially isolated without familial support, and living with multiple chronic conditions and disabilities. CAREGIVERS alleviates the fears and loneliness of these seniors by providing FREE, direct in-home services such as housekeeping, personal care, transportation for shopping and medical appointments, and most importantly, companionship. We serve more than 500 elders throughout Ventura County, which includes the cities of Santa Paula, Oxnard, Ventura, Fillmore, Pt. Hueneme, and Camarillo. By providing our screened and trained volunteers, CAREGIVERS is able to help our advanced aged and infirm to "age in place" in the security of their own homes, avoiding premature placement into care facilities and institutions. For more information, visit our website at www.vccaregivers.org

Resumes and cover letters to be submitted to mbuttler@vccaregivers.org