**JOB DESCRIPTION**

**Brief Description:**

The position reports to the Program Manager (PM) in Healthy Babies (HB) and includes providing administrative and clerical services to ensure effective and efficient operations. Additionally, this position runs reports for the HB program and may assist the agency with events and as needed.

**Compensation:** This position pays $23/hr. Hours determined at time of hire and may go up to 32 hours per week. This is a nonexempt position.

**Duties: This position will be in the office 3 days a week.**

* Maintain Healthy Babies office space for organization. Work with the team on donation locations and keep storage spaces organized and inventoried.
* Data entry into ETO system of assessments and related intake logs, including tracking training.
* Track donations, write thank you notes as necessary, and report on donations provided to families.
* Answer the phone, the door, and relay messages.
* Communicate with the Property Management Company regarding any facility space issues such as, changing light bulbs, changing air filters, parking the van, concerns, etc.
* Order supplies and forms as directed by the PM. Receive deliveries. Be available for shred pick-up and vendor services, such as, the copier.
* Run reports for the HB program from the ETO system as requested. Assist with monthly/quarterly, and annual reporting.
* Attend events for promotion and networking.
* Social media proficiency for page updates and posts.

**Qualifications, Requirements, and Expectations:**

* High School diploma or equivalent
* Experience with reports, running reports, working with data
* Knowledge of Microsoft products is essential: Outlook, Word, Excel
* Ability to give full attention to requests, look for ways to help others, follow directions and instructions, and ask questions as needed to complete tasks
* Ability to shift or pivot to new tasks or a new direction on a task as needed
* Keep files and program participant information confidential, never sharing information outside of the program or agency.

**Conditions of Employment:**

Employee must submit and pass a DOJ and FBI fingerprint clearance. Employee must submit a D.M.V. driving record report. Employee must have a cell phone, a car, a valid driver’s license, and proof of automobile insurance.

Position is dependent upon continued funding.

# Child Advocates of Nevada County is Equal Opportunity Employer

This job description provided above for the position of Administrative and Reporting Assistant is read and understood by the following signees. The employee signature below indicates acceptance and agreement to adhere to the duties presented in this job description.

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**Print Name of Employee Date**

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**Signature of Employee Date**

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**Print Name of Supervisor Date**

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**Signature of Supervisor Date**