

ADMINISTRATIVE ANALYST JOB POSTING

The Mission, Vision, and Values of Sacramento Steps Forward (SSF) is to end homelessness through leadership, convening partners, data-driven best practices, and improving system performance. Our vision is an equitable community where everyone has a safe place to call home. We believe in human-centered, community-inspired solutions, with a focus on equity, transparency, and continuous learning.

Under the direct supervision of the Director, Systems of Care Integrator, this position provides support to the Continuum of Care department. The Administrative Analyst will provide a wide range of communications, scheduling, event planning, project monitoring, and reporting support related to the California Advancing & Innovating Medi-Cal (CalAIM) system and Housing & Homelessness Incentive Program (HHIP) program. This position requires independent thinking, attention to detail, and excellent communication skills.

SSF embraces technology to develop ongoing efficiencies. Currently the office is a hybrid operation. This position will be required to report to the office periodically.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

Communications

- Acts as a liaison with other departments and outside agencies, including high-level staff and board members
- Handles confidential and non-routine information and explains policies when necessary.
- Coordinates across department teams to develop and update website information and resources.
- Establishes, develops, maintains and updates project contact databases.
- Responds to regularly occurring requests for information. Drafts written responses or replies by phone or email, when necessary.

Meeting & Event Coordination

- Schedules and organizes meetings, events, and department activities, which may include meeting minutes, forms, driving directions, etc.
 - Maintains tracking and reporting of minutes and attendance at committee and workgroup meetings.
 - Looks to various vendors, stages refreshments, meeting materials and all other requested needs.

Project Monitoring & Reporting

- Establishes, develops, maintains and updates filing systems for the department. Retrieves information from files, when needed.
- Maintains up-to-date records on project progress using appropriate technology tools, including Asana.
- Collaborates with department teams to gather, analyze, and interpret data and present findings in reports and presentations for various audiences.

Other Responsibilities

- Regular, predictable attendance is required.
- Ability to get along and work effectively with others.
- Actively participates in staff and team meetings.

Ideal candidates will possess the following knowledge, skills and abilities:

- Strong organizational skills and a strong attention to detail.
- Good working knowledge/ skills of Microsoft Office suites of products including Word and PowerPoint.
- Proficient skills using web-based communication and design applications such as online surveys, polls, and presentation tools.
- Strong analytical and problem-solving skills.
- Excellent communication skills; ability to listen for and observe the needs of others and convey appropriate information in a clear and concise manner to groups with varying levels of technical expertise.

ADMINISTRATIVE ANALYST JOB POSTING

- Self-motivated with the ability to prioritize, meet deadlines and manage changing priorities in a fast-paced environment.
- Proven ability to be flexible and work hard, both independently and in a team environment.
- A willingness to work occasionally outside of normal business hours and to take on more responsibilities as assigned.
- A strong work ethic, adherence to data security and strong ethical standards are expected..

Education and/or Experience:

Associate's degree (A.A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

Compensation and Benefits:

Compensation range \$26-\$35/hour; DOE.

Full-time;non-exempt position with benefits; health, dental, and vision, 401k, accrued time off and paid holidays.

To Apply:

If you qualify, please submit your application, cover letter, and resume to jobs@sacstepsforward.org; once submitted we will be in contact with you. You will find the employment application [HERE](#). **Please note that your submittal will not be reviewed unless all required items are received, including the application, cover letter, and resume.**

The position will be open until filled. Please do not contact Sacramento Steps Forward Directly. No phone calls or personal visits will be accommodated without an appointment. Staffing and recruiting agency please do not respond.

We strive for inclusivity, equity, and diversity by attracting extraordinary people from diverse backgrounds and lived experiences. We seek to employ an all-star team of people who vary by their race and ethnicity, gender identity, sexual orientation, nationality, age, culture, religion, veteran status, physical and mental abilities. We promote equal opportunity in the recruitment, selection, training, compensation, promotion, and benefits of all employees.

Sacramento Steps Forward is committed to the principles of being an equal opportunity employer. Sacramento Steps Forward organizational policies, practices, programs, activities and decisions regarding employment are not based on a person's race, color, sex, age, sexual orientation, gender identity, religion, national origin, disability, veteran status, parental status, housing status, or other protected status, in accordance with applicable law.

Sacramento Steps Forward is committed to the full inclusion of all qualified individuals. In keeping with our commitment, Sacramento Steps Forward will take the steps to assure that people with disabilities are provided reasonable accommodations. Accordingly, if reasonable accommodation is required to fully participate in the job application or interview process, to perform the essential functions of the position, and/or to receive all other benefits and privileges of employment, please contact jobs@sacstepsforward.org.