

ADMINISTRATIVE ASSISTANT – OFFICE COORDINATOR 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 Chief Administrative Officer, the Administrative Assistant-Office Coordinator provides administrative support for efficient operation of the office functions. This position provides a wide range of communications, scheduling support and office support for the SSF staff. The Administrative Assistant-Office Coordinator 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.

- Schedule and organize complex activities such as meetings, travel, conference, and department activities for the SSF staff.
- Prepare items in support of meetings and events, which may include meeting minutes, forms, driving directions, and other travel related items.
- Carry out administrative duties such as desktop publishing, document preparation, formatting, copying, scanning, sort and distribute daily mail as appropriate, etc.
- Exhibit polite and professional communication via phone, e-mail and mail.
- Conduct periodic review of equipment by completing or scheduling preventive maintenance, call for repairs, maintain equipment inventories, evaluate new equipment and techniques.
- Coordinate facility needs with building management. Maintain office and building procedures.
- Schedule use of building conference rooms outside of the SSF suite of offices.
- Maintain supplies inventory and organize storage room by checking stock to determine inventory level, anticipate needed supplies, place, and expedite orders for supplies. Review and dispose of damaged, unneeded, or unused supplies and equipment appropriately.
- Act as primary contact for staff when they need additional supplies.
- Contribute to team effort by accomplishing related results as needed.
- Establish, develop, maintain, and update filing system for the organization. Retrieve information from files, when needed.
- Greet office guests prior to meetings. Escort and assist with meeting-specific needs.
- Review, respond and/or route email messages in the SSF General inbox and the SSF Fax line.
- Review, respond and/or route voice mail messages in the SSF General voice mail.
- Answer phones and take messages or field and answer all routine and non-routine questions.
- Maintain general cleanliness of shared office space.
- Manage SSF Zoom account and office phone system. Set up video/web (Zoom, Webex, Teams, etc.) tools for meeting support. Sets up and maintains all phone extensions, phone messaging and forwarding.
- Establish, develop, maintain, update and track contact databases, supply orders and other relevant activities.
- Handle confidential and non-routine information.
- Work independently and within a team on special nonrecurring and ongoing projects.
- Act as a project coordinator for special projects/events, which may include planning and coordinating multiple presentations, disseminating information, sending out calendar invites, coordinate mailings.
- Process requests for insurance certificates. Maintains insurance policies and renewals.
- Ability to get along and work effectively with others.

Regular, predictable attendance is required.

Other Responsibilities

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

- Use of correct English, both in oral and written expression.
- Proven ability to work in a goal-directed fashion with individuals and/or community groups.
- Ability to organize and prioritize information.
- Proven experience with Microsoft Office Suite of products.
- Experience with Visio software.
- Ability to prepare and present information to groups.
- Ability to represent Sacramento Steps Forward to others in a professional manner.
- Experience in working with responding to the requests from a large team.
- Ability to be adaptable and flexible.

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. Bachelor's degree (B.A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Compensation and Benefits:

Compensation range \$27-\$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.

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