

OMBUDSMAN SERVICES OF SAN MATEO COUNTY, INC

Administrative Assistant

Position Title: Administrative Assistant
Employment Status: Full Time
Reports to: Executive Director

This is a wonderful opportunity to join a well-established non-profit, the Ombudsman Services of San Mateo County, Inc. The residents of long term care facilities are often the most vulnerable in society. OSSMC works to assure the protection of these residents through advocacy, direct intervention and education in collaboration with services providers. We advocate for both the elder and dependent adults residing in San Mateo County's licensed long term care facilities.

Position Summary:

Reporting to the Executive Director, the Administration Assistant will perform a range of administrative, and office support duties to facilitate the efficient operation of the organization and support activities relating to our staff, program, events and other activities.

Responsibilities:

Oversee administrative functions ensuring the smooth daily operations of the office and supports executive communications and including:

- Answering phone calls and directing them in a congenial and professional manner
- Reliable and punctual
- Manage general email account and calendars
- Arrange conference calls and schedule meetings and appointments
- Pick up and distribute all mail to staff in their mail slots
- Organize by-weekly staff meeting with Executive Director
- Reserve meeting space as needed
- Primary contact with external vendors
- Act as technology resource and point of contact for all technology platforms including ODIN, E-Mail systems, Word Press, Donor Perfect and social media etc.
- Place Recruitment ads when necessary
- Work with new employee orientation and helping to onboard new staff members and Board Members
- Calendar all board meetings and activities
- Help prepare monthly reports to Aging and Adult Services reporting on the activity of the program using Ombudsman Data Integration Network (ODIN)
- Ability to do data entry as needed
- Prepare correspondence for Executive Director and other staff as needed
- Ordering and organizing office supplies
- Other duties as necessary
- Take minutes at monthly of Board of Directors Meetings

Qualifications:

- A bachelor's degree or equivalent experience
- Proficiency with Microsoft Office, Excel, Outlook, Power Point, and willing to learn Odin (state software of Ombudsman Services) and Donor Perfect
- Demonstrate an understanding of and commitment to the long-term care system and the rights and concerns of the elderly
- Some project management experience
- Excellent interpersonal and communication skills
- Detail oriented and efficient
- Ability to work well in and contribute to a team environment

We offer a competitive hourly wage, good benefits package which include health, dental, vision, option to enroll in our 401K plan, 10 days of paid vacation after a year (vacation increases with tenure) and sick leave.

For qualified candidates please email your cover letter and resume with compensation requirements to ossmc@ossmc.org This is a full time position from 8:30 am to 4:00 pm with a half hour for lunch.

No phone calls, please.