

Position: Administrative Assistant

Classification: Volunteer

Supervised By: Site Program or Admin Coordinator

Home Start is a non-profit social services agency located in San Diego, California. We are committed to a community-based collaborative effort to reach children and families at risk in order to prevent child abuse and neglect. Our dedicated staff work on the front lines each day in the battle to keep children safe and help them thrive.

Home Start is seeking an organized, dependable volunteer to provide administrative support. This volunteer will work directly with Home Start staff and will be supervised by the Administrative Coordinator and/ or appropriate Program Coordinator to provide assistance in day-to-day operations at this site. This position is a great opportunity to grow experience in administration, while supporting Home Start's mission to prevent child abuse and neglect. *Administrative experience / knowledge is preferred.*

Duties and Responsibilities

- Maintains accurate and up-to-date organization files, records, and documentation.
- Assist with new hire orientation and paperwork.
- Receive, record, and process donations made to our main office.
- Maintain inventory of office materials and technology.
- Assist with restocking materials and completing Purchase Orders.
- Oversee updates to organization technology, including tech removal and replacement
- Answer main phone line and direct callers to the appropriate person, program, or department.
- Ensure proper workplace sanitation and assist with light cleaning.
- Create new documents, forms, and reference materials as requested.
- Performs other duties as assigned.

Required Skills/Abilities

- Excellent verbal and written communication skills.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office Suite or related software.

Education and Experience:

- Prior related office experience preferred.

Physical Demands

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 30 pounds at times.

Home Start, Inc. is an equal opportunity employer and does not discriminate in the hiring of personnel because of gender, race, color, religion, creed, national origin, ancestry, citizenship pregnancy, age, marital status, sexual orientation, medical condition, genetic information, gender identity or gender expression, physical or mental disability, military or veteran status or any other consideration made unlawful by federal, state or local law.