



Position: Administrative Assistant – Communities in Action
Classification: Volunteer
Supervised By: Communities in Action Program Manager

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 to keep children safe and provide supportive services to families and communities in need.

We are seeking an organized, dependable volunteer to provide administrative support to our Communities in Action Program. This volunteer will work directly with Home Start clients and staff and will be supervised by the Communities in Action Program Manager to aid 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 preferred.*

Duties and Responsibilities

- Maintain accurate and up-to-date organization files, records, and documentation.
- Meet clients at entry to site and walk them to CinA office.
- Answer main phone line and direct callers to the appropriate person, program, or department.
- Maintain client files and completes data entry, including copying and filing documents.
- Return calls left with voicemail messages and follow up with clients to determine needs.
- Maintain inventory and records supplies that need to be reordered.
- Ensure proper workplace sanitation and assist with light cleaning.
- 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.

Location:

- Joe & Vi Jacobs Center, 404 Euclid Avenue #328. San Diego, CA 92114.
 - Volunteer shifts available Monday-Friday during business hours only.

Education and Experience:

- Prior related office experience preferred.
- Spanish speaking highly preferred.

Physical Demands

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to escort clients from site entry to main office.
- Must be able to lift up to 10 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.