



**JOB ANNOUNCEMENT
ADMINISTRATIVE SPECIALIST**

PURPOSE:

Under the general supervision of the Human Resource Director, provides varied, complex and confidential administrative support to the Executive Director, Board of Directors, Human Resource Directors and other management staff, including preparation of written materials, scheduling meetings and organizing events.

QUALIFICATIONS:

- Minimum 2 years' experience providing complex confidential office support. BA degree desirable.
- Flexibility to work occasionally during the evenings, weekends or early mornings.
- Word processing speed of at least 80 wpm from printed copy.

REQUIREMENTS:

- Must be able to pass a criminal history fingerprint clearance at the DOJ and FBI level
- Must possess a valid California driver's license, current automobile insurance and a vehicle for work

WAGE: \$17.43 per hour. Stipend for qualified bilingual candidates (English/Spanish)

BENEFITS: Benefits per current Personnel Policies include:

- Paid sick and vacation days, 13 paid holidays
- Health, vision, life, and dental insurance
- 401(k) Retirement Plan

APPLICATION PROCEDURE: Submit a letter of interest, resume, and completed job application via Email to nprato@changingtidesfs.org or via U.S. mail to:

Nanda Prato, Human Resource Director
Changing Tides Family Services
2259 Myrtle Avenue
Eureka, CA 95501

Job description and job application available at www.changingtidesfs.org

APPLICATION DEADLINE: Open Until Filled.

Changing Tides Family Services is an equal opportunity employer and does not discriminate on the basis of race, religion, national origin, ancestry, gender, marital status, sexual orientation, age, disability, or on any other inappropriate basis in its processes of recruitment, selection, promotion, or other conditions of employment.

Kerry Venegas, Executive Director

[Child Care Services/Subsidies/Referrals](#) | [Special Needs Services](#) | [Mental Health Services](#) | [Parent Supports](#)

2259 Myrtle Avenue, Eureka, CA 95501 | 707.444.8293 (P) | 800.795.3554 | 707.444.8298 (F) | www.changingtidesfs.org



changing tides
family services

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