



ADMINISTRATIVE SPECIALIST

POSITION PURPOSE

Under general supervision of the Human Resource Director, provides varied, complex, and confidential administrative support to the Executive Director, Board of Directors, and the management team as a whole with special focus on Human Resources and Finance; performs related work as assigned.

ESSENTIAL DUTIES

- Provides varied, complex, and confidential administrative support to the Executive Director, Board of Directors, Human Resource Director and other management staff, including preparation of written materials, scheduling meetings, and organizing events.
- Attends Board of Directors meetings, prepares draft minutes, maintains Board committee reports and correspondence; distributes Board materials.
- Using Microsoft Office suite, accurately prepares complex documents including grant proposals, meeting minutes, correspondence, reports, charts, and other materials from brief instructions.
- Assists in the research and preparation of grant and funding applications; ensures compliance with issued instructions for application preparation.
- Receives and screens phone, fax, mail, and e-mail communications; responds appropriately by providing information or forwarding the communication to the appropriate person. May provide back up for lobby operations.
- Supports all Finance Department positions. Expected to perform some Accounts Payable, Accounts Receivable, and Payroll duties as assigned.
- Maintains specified administrative files, including electronic files; oversees receipt, submission, tracking, and filing of contracts and other critical agency correspondence.
- Makes appointments and schedules meetings for Executive Director and assigned management staff; makes travel arrangements for staff as assigned.
- Serves as lead regarding Changing Tides Family Services website, intranet, and social media:
 - Maintains website, intranet, and social media outlets
 - Develops, produces and posts content
 - Communicates with IT provider and webmaster
- Coordinates agency electronic communications including agency newsletter
- Provides back up for the Human Resource Specialist; conducts reference checks and employment verifications, answers questions regarding employee benefits and retirement plan, conducts entrance or exit interviews, prepares hire letters and rejection letters, files confidential personnel information, posts job announcements, etc.

Kerry Venegas, Executive Director | Caitlin Scown, Deputy 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

ADMINISTRATIVE SPECIALIST

Page 2 of 2

- Accurately enters information into the Human Resources database and other administrative databases, generates reports, and as assigned, interacts with software consultant to troubleshoot.
- Represents Changing Tides Family Services at community meetings as assigned
- Oversees a variety of ongoing tasks such as coordinating maintenance of agency cars, including registration and warranty, and contacting landlord regarding site repairs and safety concerns.
- Assists with gathering and compiling information for annual 990 Form and program audits and reviews; generates content, compiles and organizes records and files, and formats agency documents such as strategic planning reports and agency annual reports.
- Schedules meetings and oversees meeting set-up and take-down (including Board of Directors meetings); makes room arrangements; sets up audiovisual equipment; coordinates food service, obtains insurance certificates
- Provides direct support to other divisions, as needed with little notice and a minimum amount of training, including quality assurance tasks such as file reviews.
- Distributes Changing Tides Family Services Policies and Procedures and maintains distribution records; updates index and other related documents and ensures Policy and Procedure Binders throughout the agency are complete and up-to-date.
- Drives in the course of work
- Communicates effectively orally and in writing, using correct English grammar, spelling, and punctuation.
- Manages multiple projects accurately and is able to perform high quality work in spite of multiple interruptions.
- Exercises sound judgement.
- Maintains confidentiality of personnel, medical, vendor, financial, or any other similar information encountered in the course of work.
- Complies with Changing Tides Family Services Personnel Policies and other formal Changing Tides Family Services guidelines and policies.

QUALIFICATIONS

Desirable Education and Experience:

Minimum 2 years' experience providing complex confidential office support. BA degree desirable.

Requirements

- Flexibility to work occasionally during the evenings, weekends, or early mornings.
- Word-processing speed of at least 80 wpm from printed copy.
- Ability to lift bulky items up to 20 lbs.
- Ability to use a computer for extended periods of time.
- Ability to pass a criminal background check.
- Possession of a valid California driver's license, current insurance, and access to a vehicle for work.