



Job Posting – June 2009

Senior Administrative Assistant

Full-time (1.0 FTE) non-exempt position, reporting to Associate Director

Job Summary Provides administrative, clerical, and database support to Executive and Associate Directors and to upper management.

Job Responsibilities
(for illustrative purposes only)

Time*	Activity
25%	Ensure smooth daily running of the office and maintenance of common work areas: track and maintain office supplies; handle mail and postage; schedule conference and visitor rooms; coordinate meetings; update security system as needed, maintain current office forms, guides, manuals, agency informational packets, etc.; monitor office equipment.
25%	Maintain multiple databases (including PeopleTrak, The Raiser's Edge, Access, and San Diego County HHSA's Anasazi system) and general filing systems and some paperwork for clinical and non-clinical staffs; update and maintain clinical contractors' personnel files; track and prepare for agency speaking engagements.
20%	Assist with special projects and other duties as needed by supervisor and upper management.
15%	Answer main office telephone line and address appropriate voicemails; maintain agency's general email account; disperse faxes and respond to incoming correspondence where appropriate and as directed by management; welcome clients and visitors; handle general inquiries regarding agency.
10%	Support board of directors: prepare for board meetings as directed by Executive Director; attend all board meetings and take/compile meeting minutes; prepare and distribute documents and information packets for board members etc. Attend all board development committee meetings. Administer, manage and trouble-shoot SharePoint software.
5%	Support Executive Director and Associate Director with administrative tasks; take and compile minutes for all staff meetings and monthly meetings with San Diego County HHSA.

- Qualifications**
- Excellent organizational, verbal and written communication skills
 - Demonstrated facility with clients of diverse ethnic backgrounds and language groups
 - Solid computer skills, including thorough knowledge of Microsoft Office products (Word, Excel, PowerPoint); database administration skills
 - Ability to work independently and as a team member
 - Strong commitment to the mission of Survivors of Torture, International

*Subject to change