Job Announcement

21250 Box Springs Road
Moreno Valley, CA 92557
Ph 951-275-5055
Fax 951-275-0025

FSA FAMILY Service Association

Supportive Services Manager

Salary: **$20.00- $ 23.00 per hour**

Essential Duties:

1. Assists COO with basic office tasks such as filing confidential materials, scheduling, correspondence, project support etc.
2. Assists the COO with set up and preparation of committee meetings and task force meetings to include drafting agendas, preparing handouts and recording minutes.
3. Assists the COO with preparation of Board committees and Board meetings including but not limited to: FSA Programs Committee of the Board, HOPE Executive Committee and HOPE Board meetings.
4. Supervise the Administrative Office front reception staff.
5. Assist with the creation and/or revision of agency forms, templates, procedures etc.
6. Set and maintain calendar of agency meetings, maintain and update agency master calendar and mailing lists.
7. Assist with fund development activities as directed by COO including writing to potential corporate sponsors.
8. Maintain the agency master calendar of events coordination and communicating with all departments to insure that calendar is up to date and accurate.
9. Responsible for the creation and monthly distribution of agency electronic newsletter.
10. Assist with credit card processing/usage as per COO direction.
11. Provide support to special events as needed.
12. Punctual and Regular Attendance.
13. Other tasks as needed and directed by the COO.

Report to: **COO**

Minimum Qualifications:

- High school diploma; AA preferred
- Experience providing support to Boards of Directors
- Experience with and understanding of Brown Act requirements
- 3-5 years' clerical experience in a high level support staff position; 1 year of office management
- Good communication skills – oral and written
- MS Office Application Experience (Word, Excel, Power Point)
- Background Fingerprint Clearance
- The ability to read and write English and to communicate at the level required for successful job performance.

Licenses & Certifications:

- High school diploma; AA preferred
- Valid California Driver's License and Proof of Automobile insurance

Physical & Mental Demands:

- Ability to work at a desk, conference table or in meetings of various configurations.
- Long periods of computer/keyboard work
- Ability to multitask

- Ability to work within a fast changing work environment
- Ability to lift and carry 30 pounds.
- Ability to perform tasks that require bending/stooping

Equal Opportunity Employer / Drug Free Workplace

HOW TO APPLY: To apply for this position please complete an application at:

Human Resources
21250 Box Springs Rd, Ste. 211
Moreno Valley, CA 92557
Or
http://fsaca.org/careers.html

You may submit your resume along with an application. Please note that you are not considered an applicant until you have completed an application for employment.