



Administrative Assistant

Full Time Non-Exempt (40 Hrs.)

Center for the Pacific Asian Family (CPAF) is a non-profit organization recognized nationally for its pioneering work in domestic violence and sexual assault. CPAF's multi-lingual and multi-cultural services include a 24-hour hotline, short term and long term shelters, counseling, case management, and supportive services. CPAF also provides violence prevention programs, outreach, education and advocacy on the issues of family violence and violence against women, focusing on the Asian and Pacific Islander community.

CPAF is a community based organization that draws from multiple disciplines to holistically serve individuals and families of many different sizes and cultural backgrounds. Staff work in environments where children are present and may be called upon to provide support as needed.

Summary Statement:

Under the direction of the Administrative Manager, the Administrative Assistant (AA) shall work as part of the administrative team to support administrative, fiscal, operations, and human resources functions.

Duties and Responsibilities:

- **Fiscal:** Provide administrative support to fiscal functions by assisting with the processing of cash receipts, accounts payables, distribution of agency payments for payables, manage mileage collection, and other fiscal duties as directed.
- **Human Resources:** Assist in recruiting, selecting, orienting, and training employees and developing personal growth opportunities:
 - Assist the recruitment process and conduct staff on-boarding/off-boarding: initial screening and tracking of applicants through the recruitment process, coordinating new employee orientation; collecting new employee paperwork.
 - Lead the agency's spirit squad to promote and oversee employee celebrations (birthdays, showers, exits, etc.); analyze employee needs/desires and implement changes to continue productivity and employee wellness.
 - Create and maintain employee files, track evaluations and trainings, ensure compliance with updated employee information (driver's license, auto insurance, LiveScan, annual TB results, etc.).
 - Assist with benefits administration: responsible for enrollment and termination of employee benefits, fielding questions from staff, ensuring accuracy of invoices.
 - Coordinate all-staff meetings, retreats and other convenings and assist with other HR duties as directed.
 - Maintain professional and technical knowledge by attending HR trainings and educational workshops.
- **Admin & Operations:** Provide general administrative support to ensure operations run smoothly within departments:
 - Manage record retention, mail, materials scheduling and distribution, printing and reproduction, telecommunications and security; maintain equipment inventory and office equipment repairs; perform other administrative duties as directed.
 - Work with site leads to ensure each location has resources needed for smooth operations. Also serve as backup Site Lead for the Community Center.
 - Coordinate and enforce systems, policies, and procedures for a safe and productive work environment.
- **Travel:** Driving is an essential job function for this position in order to perform administrative and HR duties across all CPAF locations. Therefore the employee must have a valid CA driver's license and use own vehicle to perform duties. The employee must also be eligible for coverage under CPAF's auto insurance policy.
- **Teamwork:** Provide general support asked of all staff which may include: responding to emergencies, providing hotline or site coverage, providing translation, maintaining a functioning office. Participate in program and organizational development and fundraising, and attend staff and team meetings.
- **Outreach:** Identify/create opportunities to be an ambassador for CPAF's mission.

Qualifications: The qualified candidate must possess demonstrated knowledge, skill, abilities and experience in the following areas:

General

- Committed to eliminating intimate partner violence, sexual abuse, and family violence; practices non-violence including non-corporal child discipline.
- Understands and is aligned with CPAF's organizational values.
- Understands and appreciates Asian/Pacific Islander cultures; is able to work with diverse communities (race, ethnicity, sexual orientation, disability, age, gender identity, class, etc.). Bilingual in an Asian or Pacific Islander language preferred.
- Must submit to DOJ level Live Scan and subsequent arrest notification, annual TB test and annual driving record search.
- Must have access to own vehicle to perform duties.

Job Execution

- Well-organized, self-directed, detailed-oriented and excellent follow-through.
- Able to maintain a high level of accuracy and confidentiality in preparing, entering and maintaining personnel and financial information.
- Strong proficiency in using Microsoft Office Suite.
- Strong work ethic, self-directed and able to coordinate multiple tasks, and highly motivated.
- Able to work well independently and as a member of a team; able to work collaboratively and thrive in a flexible, evolving environment, adapt to situations and manage change effectively.
- Able to effectively and efficiently address crises and problem-solve with open communication
- Able to plan work schedule respective to program needs, including working evenings or weekends if needed.
- Demonstrate excellent communication skills, both written and oral.
- Must complete 65-hour domestic violence/sexual assault certification training within twelve months of employment.

Interested parties please submit cover letter and resume to hr@cpaf.info and state where you saw our posting. Please include your name and the position you are applying for in the subject line. No phone calls please.

Center for the Pacific Asian Family (CPAF) is committed to a policy of equal employment opportunity and does not discriminate against its employees or applicants on the basis of ancestry, age, citizenship, color, disability (physical and mental, includes HIV and AIDS), genetic information, gender, gender identity, gender expression, marital status, military or veteran status, national origin, political affiliation, race, religion (includes religious dress and grooming, sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation, request for FMLA, or any other category protected by federal, state or local law ("Protected Categories"). CPAF will not discriminate based on a perception that an employee or applicant is a member of one or more of the Protected Categories, or is associated with someone who is a member of one or more of the Protected Categories. CPAF is committed to fostering a diverse and safe work environment where employees respect one another and share a commitment to our organization's mission, values, and strategies.