



## **Office Assistant Job Description**

The Office Assistant will play a key role in the organization and daily operations of EveryOne Home. As well as providing support in the outlined task areas, this position requires flexibility, problem solving, and high attention to quality.

The Office Assistant's responsibilities will include, but not be limited to, the following:

### I. Executive and Administrative Support to Director and Program Associate

- a. Support program in organizational areas.
- b. Assist in preparation of correspondence, reports, marketing materials, and other documents.
- c. Assist in fundraising activities as needed, including proposal preparation, donor appeal mailings, individual donor thank you letters, and systems for tracking results.
- d. Assume projects and other duties as needed.

### II. Office Operations and Information Management

- a. Manage office operations and systems, including keeping records, filing (electronic and hard copies), processing mail, interacting with vendors, updating contact information, and managing office calendar and activities.
- b. Maintain a clean and organized office space.
- c. Maintain records and track information in an organized manner.
- d. Edit and format documents.
- e. Coordinate office mailings, both electronic and standard.
- f. Serve as an ambassador for EveryOne Home on the telephone, in person, and by email.

## Office Assistant Job Announcement

EveryOne Home is a county-wide initiative whose mission is to end homelessness in Alameda County by 2020. We are a small staff coordinating many volunteer work groups of various size and needs. This position will support the Program Associate and Executive Director in the areas listed below.

**Reports to:** Program Associate

**Essential duties include but are not limited to:**

- Assist in preparation of correspondence, reports, marketing materials, and other documents.
- Manage office operations and systems, including keeping records, filing (electronic and hard copies), processing mail, interacting with vendors, updating contact information, and managing office calendar and activities.
- Serve as an ambassador for EveryOne Home on the telephone, in person, and by email.

**Skills/personal qualities:**

- Proficient in Microsoft Office applications
- Able to problem solve in the production and formatting of documents
- A positive attitude, patience, and flexibility
- A personal commitment to excellence
- Interest in housing, homelessness, and mental health fields

This position is part-time, 10-15 hrs. per week, during regular business hours.

**Location:** Hayward, CA

**Compensation:** \$10.00-\$14.00/hr. DOE, this position is non-exempt and does not qualify for benefits.

**How to Apply**

To apply, please send a resume and formal cover letter. Applications without a cover letter will not be considered. In your resume, please include specific months and years of employment history. Please email your application to [EveryOne Home@acgov.org](mailto:EveryOne Home@acgov.org), or mail to:

Sabrina Balderama, Program Associate  
EveryOne Home  
224 W. Winton Ave., Room 108  
Hayward, CA 94544

Please note that because of the high volume of replies, we will not be able to respond to all inquiries. For more information about EveryOne Home, please visit our website at [www.EveryOne Home.org](http://www.EveryOne Home.org).

*EveryOne Home, a project of the Tides Center, is an Equal Employment Opportunity Employer committed to a culturally diverse workplace. We strongly encourage and seek applications from women and people of color, including bilingual and bicultural individuals, as well as members of the Lesbian, Gay, Bisexual, and Transgender communities. Names of interested candidates will be held confidential until mutual interest is established.*