

# UNITED WAY OF MERCED COUNTY JOB DESCRIPTION

## **BUILDING HEALTHY COMMUNITIES (BHC): MERCED HUB ADMINISTRATIVE AIDE**

Merced Building Healthy Communities (BHC) is a 10-year, place-based community health initiative launched by The California Endowment (TCE) that transforms policies and systems to create healthy communities and advance health equity.

**POSITION:** BHC is recruiting for the Merced BHC Hub Project Assistant position. The BHC Hub Project Assistant will report directly to the CEO. The position's primary function is to provide day-to-day administrative and office support to the Hub office for the "Building Healthy Communities" initiative in Merced. The position is responsible for helping with logistics of arranging meetings, providing clerical support to Hub Staff as needed, and helping coordinate large BHC-related events. He or she may also assist with other project-related activities. This position is grant funded.

**HOW TO APPLY:** Send cover letter, resume and three professional references to: Sol Rivas ([sol@unitedwaymerced.org](mailto:sol@unitedwaymerced.org)), United Way of Merced County, 658 W. Main Street, Merced CA, 95340.

**APPLICATION DEADLINE:** March 10th, 2018

**CLOSING DATE:** Open Until Position Filled

DRUG SCREEN / EQUAL OPPORTUNITY EMPLOYER / VETERAN / DISABLED

**JOB DESCRIPTION:** BHC HUB ADMINISTRATIVE AIDE

**FLSA PAY STATUS:** HOURLY (NON-EXEMPT)

**REPORTS TO:** BHC Hub Manager



### **JOB SUMMARY**

All job functions listed below are tentative, individually based and applicable within the context of the organizational needs. The BHC Hub Administrative Aide will report directly to the Hub Manager. The position's primary function is to provide day-to-day administrative and office support to the Hub office for the "Building Healthy Communities" initiative in Merced. The position is responsible for helping with logistics of arranging meetings, providing clerical support to Hub Staff as needed, and helping coordinate large BHC-related events. He or she may also assist with other project-related activities.

Given the nature of the work, this position requires a flexible work schedule as meetings and events may occur outside normal office hours, including evenings and weekends, in the four BHC

areas. The BHC Hub Administrative Aide primary work location is the office of United Way of Merced County.

Based on the job duties described below, this is a **casual, non-exempt (hourly wage) position**.

### **ESSENTIAL FUNCTIONS**

1. Works collaboratively within the Hub office and BHC partners, subcontractors, and community members to meet the goals of the initiative.
2. Follows consistently the established protocols and checklists for planning BHC events, meetings, and activities.
3. Arranges the logistics - securing locations, arranging food and refreshments, technology, materials, interpreters, childcare, etc. for meetings and other designated BHC events.
4. Participates in meetings as needed to set up, assist with activities, and clean up.
5. Responds promptly to walk-in, telephone, mail and e-mail inquiries about BHC.
6. Manages the filing and organization of all project-related documents and contacts in electronic and hard copy formats.
7. Helps maintain mailing lists by updating a databank with sign-in sheets from community events; maintain office inventory/supplies (pens, notepads, markers, etc.).
8. Process payment authorizations for BHC staff after purchases and input expenses into an Excel sheet for tracking and reconciling purposes.
9. Maintains a flexible work schedule, as meetings and events may occur outside of normal office hours – including evenings and weekends.
10. Assist with posting BHC related messages & material on social media such as but not limited to Facebook, Twitter, Instagram, etc

### **JOB QUALIFICATIONS**

- An A.A. or B.A. degree is highly desirable.
- Two or more years of recent clerical and office assisting experience working in the non-profit sector is highly desirable. Candidates with extensive administrative office experience that includes event planning skills and duties and who can demonstrate their ability to succeed in the position are highly encouraged to apply.
- Experience working within community settings is highly desirable.
- Demonstrated oral fluency and literacy in Spanish is highly preferred.
- Excellent written, communication, analytic, and verbal skills.
- Familiarity with Merced County social service agencies, governmental bodies, ethnic communities and geography (preferred).
- Ability to travel when needed

### **QUALIFICATIONS: TECHNICAL KNOWLEDGE, SKILLS, AND ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Excellent oral and written communication skills required, including the use of proper grammar, punctuation, spelling and standard business formats.
2. Excellent computer skills and proficiency using MS Office suite.
3. Knowledgeable and proficient in using social media platforms such as Facebook, etc.
4. Able to manage multiple priorities and work well with others in a busy, fast-paced, evolving team environment.
5. Proactive, able to anticipate team's needs and work independently, seeing projects to successful conclusion.

6. Able to use sound judgment in responding to issues and concerns.
7. Able to travel and work evenings and weekends as required.
8. Ability to maintain complete discretion, confidentiality, sensitivity and professional judgment.

#### **INTERPERSONAL QUALIFICATIONS**

1. Deep interest in and commitment to the vision, mission, and work of BHC.
2. Professionalism with the ability to maintain a positive attitude and respectful demeanor at all times.
3. Polite, courteous, and professional demeanor, particularly under stress.
4. Adaptive attitude, able to excel in ambiguity.
5. Able to work effectively with people from diverse backgrounds and communities.
6. Ability to implement constructive criticism and feedback.

#### **SALARY AND BENEFITS**

The Hub Administrative Assistant is a casual, non-exempt position requiring 40 amount of hours per week at a pay rate of 27,710.00 annually, plus benefits. This position is grant funded and subject to termination based on grant funding availability.

#### **HOW TO APPLY**

Please submit a resume and names and contacts of 3 job references.

1. Resume
2. 3 professional references – with contact address and phone numbers

Only complete electronic submissions will be considered.

Deadline is on March 10, 2018.

Please submit to Sol Rivas at: ***sol@unitedwaymerced.org***

United Way of Merced County is an equal opportunity employer committed to diversity and to creating a work environment where the individual is valued and respected. We welcome applicants from diverse backgrounds and seek to hire qualified staff who reflects the rich diversity of the community we serve. We encourage applicants who have an appreciation of the unique assets and philosophy that United Way of Merced County has to apply.