



HOMIES ORGANIZING THE MISSION TO EMPOWER YOUTH
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ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

HOMEY is looking for a full-time administrative assistant to assist our director. This could be arranged both as a volunteer gig or as an unpaid internship in coordination with the applicant's school. We require a minimum of 16 hours a month, with flexible schedule. Potential for salaried position.

RESPONSIBILITIES

- Provides office services by implementing administrative systems, procedures, and policies, and monitoring administrative projects
- Maintains workflow by studying methods; implementing cost reductions; and developing reporting procedures
- Creates and revises systems and procedures by analyzing operating practices, record-keeping systems, forms control, office layout, and budgetary and personnel requirements
- Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities
- Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions
- Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques
- Provides information by answering questions and requests
- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Completes operational requirements by scheduling and assigning administrative projects; expediting work results
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- May dub as Social Media Coordinator when said position is vacant
- Maintains minutes and organizes administrative meetings
- Reports to director and maintains event calendar

NECESSARY QUALIFICATIONS

- Degree or proven experience in Business Administration
- Knowledge of Microsoft Office and standard office equipment
- Familiarity with non-profit world and community-based organizations
- Bilingual English/Spanish, more languages welcome
- Organized and detail oriented
- Excellent written and verbal communication skills, excellent phone etiquette
- Excellent proofreading and grammar skills
- Great at coordinating departments and implementing procedures
- Passion for HOMEY's mission and understanding of our vision