



**On The Move partners with communities and mobilizes emerging leaders to take action in pursuit of social equity.**

<b>Job Title:</b>	Administrative Specialist	<b>Position Family:</b>	Program
<b>Position:</b>	Program Assistant	<b>Career Level:</b>	Service Provider
<b>Initiative/Division:</b>	La Plaza	<b>WC Code/EEO:</b>	8810/5
<b>Location:</b>	1221 Farmers Ln Suite 200, Santa Rosa, CA 95405	<b>Travel Required:</b>	
<b>Level/Salary Range:</b>	\$23-\$25 per hour	<b>Position Type:</b>	Full-Time/ Non-Exempt/ Temporary
<b>HR Contact:</b>		<b>Date Posted:</b>	
<b>About On The Move</b>	On The Move has created and implemented innovative programming that challenges communities and local leaders to push beyond mediocrity and into excellence. Supported by a track record of results-oriented programming and in partnership with the hundreds of established community partners, On The Move works to unite communities and focus on the safety and inclusion of all people. If this inspires you – join the team!		
<b>Benefits:</b>	<p><b>PTO:</b> Year 1: 5 hours, Year 2-3: 6.67 hours, and Year 3+: 10 hours per pay period. Please refer to the OTM Employee Handbook for full PTO policy.</p> <p><b>16 Paid Holidays:</b> Please refer to the OTM 2023-24 Calendar for a schedule of holidays.</p> <p><b>Business Expenses:</b> Pre-approved, work-related travel, and \$60 monthly cell phone reimbursements.</p> <p><b>Health Benefits:</b> Full-time employees are eligible to receive health insurance through Kaiser and a pre-tax Flexible Spending Account (FSA/Childcare).</p> <p><b>Retirement:</b> Employee contributions to a 403b plan are optional. The agency matches up to \$1,000 after 1<sup>st</sup> year of employment.</p>		
<b>Applications Accepted By:</b>			
<b>FAX OR EMAIL:</b> 707/251-9509 or otmhr@onthemovebayarea.org Subject Line: Open Position		<b>MAIL:</b> On The Move Attn: Human Resources 780 Lincoln Avenue, Napa CA 94558-5110	
<b>Job Description</b>			
<b>ROLE AND RESPONSIBILITIES</b>			
<p>The primary role of this position is to be the first point of contact for the community reaching out to La Plaza and facilitate vital connections for community members to services and a wide range of resources within the greater community. This is done through client assessments to gain insight into their unique circumstances and need for support, providing them with a welcoming and empathetic space where their immediate needs can be identified and addressed. Fluent in both English and Spanish, this role will adapt to the language needs of each community member, ensuring effective communication. The administrative responsibilities are critical to maintaining efficient service delivery. This includes attending and actively participating in various meetings, meticulous documentation of data, notes, and documents. The dedication to creating a supportive environment and facilitating connections that will greatly impact the community served.</p>			
<b>Administrative</b>			
<ul style="list-style-type: none"> <li>Attend and participate in staff meetings, case manager meetings, and one on one meetings with supervisor</li> </ul>			

- Accurate documentation of notes, documents, and data collection in Apricot system
- Supports with data entry and workshop registration
- Accurate and timely completion of timecard in Paylocity
- Maintaining accurate calendar and correspondence via email
- Engage in all team meetings lead and spoken by all members in Spanish
- Maintain all community calendar and flyers up to date and easily accessible
- Create fliers and social media content that is accessible and connects with the community served
- Schedule and document appointments for new incoming clients
- Maintain clean, welcoming front office and client areas with support from team

### **Programmatic**

- Conduct client intake and triage community members needs to better understand the present circumstances and support needed and what can be provided
- Provide community member with a space to be heard and understood
- Provide assistance in English or Spanish depending on the need of the community member
- Maintain and create a welcoming, safe, equitable, and client-centered space
- Regularly update community member case and client profile to reflect any changes in regards to community member
- Work with other agencies in order to connect community members to La Plaza services via presentations, email, over the phone and in person
- Follow programmatic protocols and procedures
- Set up and breakdown of spaces used for La Plaza workshops onsite
- Support with internal case audits and reviews to ensure standardization and accurate collection of information from community members

### **General**

- Engage in professional development activities
- Participate in all trainings as needed including professional development as directed by manager
- Engage and participate in Supervision and Reflection
- Ability to maintain confidentiality for all employee, donor, volunteer information.
- Build and maintain positive working relationships with co-workers, and the public using principles of good customer service.
- Greets, communicates, and treats all organization constituents with respect, dignity, and an attitude of service
- Demonstrated commitment to Diversity Equity and Inclusion values and practices
- Clear desire and absolute commitment to adhering to OTM's principals, practices and culture
- Additional duties as assigned

### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Experience in working in administrative role required
- Drivers license
- Bilingual (English and Spanish) required
- An understanding of the needs of Latinx communities in Sonoma County
- Sensitivity and ability to relate to people from diverse lifestyles, socioeconomic levels, and cultures with the ability to provide culturally responsive services.
- Microsoft word, google suite,
- Experience in using CRM systems desired but not required
- Soft skills: critical thinking, willingness to learn, adaptability, attention to detail, strong organizational skills, self-motivated, creative, compassion and empathy

- Ability to develop the intersection between personal, professional, and interpersonal
- Develop strong and reciprocal working relationships with supervisors and team
- Demonstrated ability to effectively work within a strength-based, trauma-informed, and person-centered support service delivery model.

**PREFERRED SKILLS**

**ADDITIONAL NOTES**

Last Updated By:	Teresita D Lua	Date/Time:	1/16/24
------------------	----------------	------------	---------

On The Move is an Equal Opportunity Employer and we utilize E-Verify to confirm eligibility for employment.