



ASIAN & PACIFIC ISLANDER WELLNESS CENTER

Administrative Assistant - FTR012017

Agency Description:

Asian & Pacific Islander Wellness Center is an LGBTQ and people of color health organization that transforms lives by advancing health, wellness and equality. We strengthen well-being and lead under-served communities—of any race, ethnicity, gender identity, sexual orientation, or immigration status—toward justice and health. Founded in 1987 as an all-volunteer, community-based response to the AIDS crisis in communities of color, we are based in San Francisco's Tenderloin neighborhood; we operate local, regional, statewide, and national programming.

We believe that everyone deserves to be healthy and needs access to the highest quality health care.

Major Responsibilities:

- Performs filing, typing, faxing and photocopying of documents and files.
- Receives, and distributes mail. Manages postage use and inventory and stamps mail.
- Orders, receives, distributes and organizes office supplies and stationary according to Agency's policies and procedures. Monitors expenses and keeps proper inventory.
- Answers and directs phone calls from guests and clients in a courteous and professional manner.
- Greets and addresses guests and clients request by directing them to the appropriate staff person.
- Receives and endorses checks.
- Coordinates signatures for accounts payable checks and releases them.
- Processes check requests (i.e., rent, janitorial services, Office Depot, SBC phone bills, FedEx, UltraEx, Arrowhead water, outside storage, Pitney Bowes, USPS, Ikon copier lease, Tokai phone lease, Alternative Telecom, Kinko's, name badge/business cards type-setting bill, etc.) in an accurate and timely manner for supervisor's approval.
- Keeps reception and kitchen area organized and coordinate proper maintenance either by staff or maintenance services.
- Maintains meeting rooms sign-in sheets and schedules office space.
- Orients new hire on proper use of equipment, such as: copiers, fax machine, TTY machine, postage mailing process and phone/voicemail systems. Coordinates maintenance of office equipment in a proactive way to ensure consistency of services.
- Participates and leads Emergency Response Team (ERT) activities. Attends meetings, trainings, fire drills and other related activities.
- Creates and orders name badge and business cards and have it approved by supervisor before printing.
- Provides basic referrals and/or answers to phone queries.
- Other duties and responsibilities as assigned.

Minimum Qualifications:

- High School degree or equivalent experience.
- Experience in handling multi phone lines.
- Must have a pleasant personality and people service oriented
- Excellent verbal communication skills in person and by phone.
- Ability to exercise discretion in the handling of confidential information.
- Must have at least one year experience with office and clerical work.
- Basic knowledge/familiarity with HIV/STDs and communities of color.
- Sensitivity to/ability to work with people of diverse background, HIV status, genders and sexual orientations.
- Proficiency in the use of computer, copier, fax, TTY phone and its applications.
- Attention to detail and ability to manage different tasks effectively.
- Ability to work with discipline to meet deadlines.

Preferred Qualifications:

- Experience in non-profit community based organization.
- Bilingual in Spanish or Asian Pacific Islander language

Location:

- San Francisco, CA

TO APPLY: ONLY applications submitted through our online database will be considered. Please include both your cover letter and resume when prompted to insert your resume in the database here:

<https://home.eease.com/recruit/?id=15527121>

We offer a comprehensive compensation and benefits package which includes: medical, dental and vision insurance, generous vacation, sick leave and holidays, one-month sabbatical, 403(b) with employer match, flexible work schedule, flex spending account, life insurance, long-term disability, professional development opportunities and more! (Benefits guidelines and eligibility vary based on tenure, employment status and FTE, among other factors.)

Asian & Pacific Islander Wellness Center is an equal opportunity employer committed to identifying and developing the skills and leadership of people from diverse backgrounds. Asian & Pacific Islander Wellness Center does not discriminate on the basis of age, ancestry, citizenship status, color, creed, disability status, gender identity, HIV status, marital status, medical condition, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected class.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records