



People First[®] of California, Inc.

1225 8th Street, Suite 360 • Sacramento, CA 95814

Phone (916) 552-6625 • Fax (916) 441-3494

www.peoplefirstca.org • info@peoplefirstca.org

Sacramento Office Assistant

PFCA JOB ANNOUNCEMENT – September 2010

| | |
|------------------------------|---|
| POSITIONS: | OFFICE ASSISTANT: PART-TIME |
| CONTRACT RANGE: | \$13/hour (18 HRS/WEEK) with NO benefits |
| CONTRACT DATES: | OCTOBER 1, 2010– SEPTEMBER 30, 2011 with possible continuation of grant. At-Will Employer. |
| MAIL APPLICATIONS TO: | People First of California, Inc. (PFCA) 1225 8 th Street, Suite 360 Sacramento, CA 95814 |
| OR FAX/EMAIL TO: | (916) 441-3494 O R joe@peoplefirstca.org |
| DEADLINE TO APPLY: | <i>INTERVIEWS START MID SEPTEMBER; POSITION OPEN TILL FILLED</i> |
| QUESTIONS CONTACT: | Joe Meadours @ (916) 552-6625 |

JOB DUTIES:

The primary duty of this position is to be responsible for general office duties within the agency and provide assistance to the Executive Director and Deputy Executive. The person hired must be able to carry out duties such as help organize work activities, communicate well, computer skills, internet skills, organizational skills, typing, word processing, organizational skills, and other office jobs as necessary.

APPLICATION PROCESS:

Please submit cover letter, resume, and completed questionnaire to PFCA address, email or fax ASAP. Interviews will be conducted by Executive Director and Deputy Executive. Those selected for employment will start ASAP.

SELECTION PROCESS:

Applications will be screened on the bases of knowledge, experience and potential to meet the desired qualifications and job duties. The most qualified applicants will be interviewed. PFCA reserves the right to choose who they will interview or not interview base on what they believe to be the best candidate.

**PEOPLE FIRST® OF CALIFORNIA, INC.
PFCA SACRAMENTO OFFICE ASSISTANT**

APPLICANT QUESTIONNAIRE

(If you want to use extra paper to answer a question, please number your answer)

1. Do you meet the minimum desired qualifications (see job description)? yes no
2. Have you been involved with People First (or any other self-advocacy group)? yes no

If yes, please tell us when, where and what you did:

3. What skills do you have to work with of people with developmental disabilities and others in the DD field about People First self-advocacy and being on a board?

4. Why are you interested in this job?

5. What kind of office assistant work experience do you have?

6. Do you drive? yes no
7. Do you have a car? yes no
8. Are you willing and able to travel around the state? yes no
(*Travel is reimbursed a mileage reimbursement; Office Asst will not travel much.*)
9. Do you need special accommodations for traveling? yes no
If yes, please tell us what accommodations you need:

10. Convince us that if given an assignment to put a presentation together for your director you could successfully provide typed notes and a “powerpoint” presentation for that director? What tools would you use and how would you organize your time to make sure the presentation is ready for the director?

11. Describe your understanding of how a Self-Advocate and a person without a developmental disability might work together on a team? What do you think your role would be?

12. How important is communication in working in a team and company? What types of communication do you use to make sure your team members are communicating well (for example, phone, fax, email, face to face, etc.)?

13. Describe your experience working with the following:

➤ Working with a variety of bosses above you:

➤ Using Outlook, Word, Excel, PowerPoint, Adobe Acrobat, and other software:

➤ Using Windows, Mac, the Internet, Scanning, email, etc:

➤ Organizing your boss' schedule, making travel plans for staff, preparing others for meetings ahead, and general organizational and planning skills:

14. If hired, how soon would you be able to start? _____ / _____ / 2010
(Position is available 10/1/10 on)



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Job Description #5 - Position: Office Assistant (18 hr/wk position)

Responsible to: Executive Director, Deputy Executive, and Administrator

The primary duty of this position is to be responsible for general office duties within the agency and provide assistance to the Executive Director and Deputy Executive. The person hired must be able to carry out duties such as help organize work activities, communicate well, computer skills, typing, word processing, organizational skills, and other office jobs as necessary.

Duties and responsibilities include but are not limited to:

- Edits and types in word processing (Word, Excel, PowerPoint) as needed.
- Answer and take phone messages. Checks voicemail, logs messages in book, and gives messages to appropriate person(s).
- Open and review mail
- Make travel arrangements for staff.
- Process faxes, emails, and other correspondence.
- Maintain and order necessary office supplies for both offices
- Maintain and update personnel & other files including highly confidential material.
- Detailed reports per direction of Executive Director & Administrator.
- Collect and send to Executive Director & Administrator time sheets, PTO calendars, reports, etc.
- Help Executive Director with expense reports and receipts collection.
- Strong computer skills with knowledge of Word, Excel, PowerPoint, and Adobe Acrobat & Photoshop to clean up and reformat PowerPoint presentations, reports and other documentation developed by Executive Director and/or Deputy Executive.
- Other duties assigned by the Executive Director, Deputy Executive and/or Administrator to complete the goals of PFCA.

Desired Qualities and Qualifications

- High School Diploma required. Some business school training preferred.
- Typing skills at least 40 wpm.
- Computer literacy required with Windows, Word, Excel, PowerPoint, Adobe Acrobat & Photoshop.
- Good telephone & clerical skills required.
- Some knowledge about people who have developmental challenges helpful.
- Ability to use basic office and phone equipment required.
- Friendly and patient with positive attitude.
- Interested in taking on more responsibilities as experience increases.
- Ability to do several tasks at one time.
- Ability to work independently and be self-motivated.
- Believe that people with developmental disabilities are "People First" running their own organizations.

I have read and understand these job duties:

Printed Name

Signature

Date