



CommUnify

A Community Action Agency.

Job Title: Education and Youth Safety Office Coordinator

Department: Family/Youth Services

Reports To: Program Manager

FLSA Status: Non-exempt

Range: 185

Approved: October 2021

Summary: Under general supervision, will provide varied support to department staff.

Supervisory Responsibilities This job has no supervisory responsibilities.

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. The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties and Responsibilities *Other duties may be assigned.*

1. Perform a variety of diversified clerical duties including typing, filing, and duplicating materials; distribute, collect and process materials as required.
2. Archive all program documentation to be easily accessible.
3. Receive, greet, and direct visitors; respond to inquiries and provide a variety of general information to personnel, students and the public concerning program or function services, activities, policies, and procedures.
4. Responsible for Cal-SOAP Governing Board oversight to include meeting agendas, notes, room scheduling, obtaining in kind match, training of new Board Members in collaboration with the Program Manager, etc.
5. Answer phone calls and direct calls to appropriate personnel as required; take and relay messages as appropriate; refer visitors and callers to other programs, services, or agencies as appropriate.
6. Compile information and maintain a variety of records and logs related to assigned programs, services, and activities; establish and maintain filing systems; review and verify accuracy and completeness of various documents.
7. Responsible for Cal-SOAP database administration including maintaining automated records; generating reports and documents as requested.
8. Maintenance of Cal-SOAP website.
9. Coordinate and attend variety of meetings as assigned; compile and prepare agenda items and other required information and materials for meeting and other events; take, transcribe and distribute minutes as directed.
10. Monitor inventory levels of office supplies as assigned; order, receive and maintain inventory of office supplies.
11. Assist with tracking program expenses; collect invoices and account for various monies and fees for assigned program or function as required; assist with billing functions as assigned.
12. Support staff in events and presentations as needed and to help support their programs.

Knowledge, Skill & Ability Required

Education and/or Experience Minimum of a high school diploma or equivalent, with at least two (2) years clerical experience and one year experience in an education, social service or related program preferred. Associate degree and higher preferred.

Language Skills Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Requires ability to communicate concisely with community partners.

Mathematical Skills Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills To perform this job successfully, an individual should have knowledge of Database software; Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations Current valid California Driver's License with ability to qualify for coverage under Agency insurance plan.

Other Skills and Abilities Ability to speak Spanish desirable

Other Qualifications Knowledge of diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of college students preferred.

Physical Demands While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 45 pounds.

Work Environment The noise level in the work environment is usually quiet.

I have received a copy of my Job Description and accept it as written. I understand that this description may change in the near future, due to the needs of the program and changes in the nature of my position.

Date

Print Name

Signature