

## **Job Announcement**

**Position:** Executive Assistant/Program Coordinator

**Hours:** Full-time

**Compensation:** \$25-\$28/hour DOE + eligible for medical, dental, vision, and life insurance; paid vacation, sick leave, and holidays

**Position Available:** Immediately

**Support For Families of Children with Disabilities** is a nonprofit organization that offers information, education, and support to families who have children with disabilities. Support for Families partners with parents and the professionals who work with families, to build stronger community, strengthen capacity to support children and families, give every child the opportunities to thrive. Services include a phone line, drop-in center, information and referrals, support groups, parent mentor program, trainings, workshops, community education, special family events, newsletter, and website; all services provided in English, Spanish, and Cantonese.

### **Position Summary**

The executive assistant/program coordinator provides administrative support to the executive director and program directors. This includes responsibility for first-stage financial and human resources responsibilities and managing the executive director's calendar. This is a non-exempt position reporting to the executive director and requires working onsite in San Francisco in order to accept mail and deliveries.

### **Role Responsibilities**

Executive support

- Manage executive director's calendar
- Draft and coordinate meeting agendas, mail, email, calls, internal and external communication
- Participate in meetings, take notes, and complete follow-up tasks
- Approve time cards and assist with human resources responsibilities while maintaining confidentiality
- Scan bills and complete finance tasks with attention to detail

Administrative support:

- Coverage of reception and phones, including the intake warm line
- Email, mail & fax correspondence
- Maintain spreadsheets, forms, filing systems, etc.
- Distribute flyers, brochures and newsletters
- Build mailing lists, make copies
- Prepare packets for workshops and trainings
- Produce board binders, board materials, and new staff binders
- Provide Zoom and webinars support
- Maintain data and documentation for reporting (caregiving services, volunteers, support groups, special events, workshops and trainings, fundraising)

Logistics and operational support:

- Organize, monitor, order and stock office and kitchen supplies
- Ensure equipment is maintained and working (copiers, fax, etc.)
- Maintain reception area, information racks and displays, conference rooms, storage rooms, staff mailboxes, kitchen
- Provide logistics support for in-person events, including set-up and take-down
- Provide backup support for room and equipment set up
- Supervises front desk and student office volunteers

Back-up Communications support including:

- Fundraising & donations
- Assemble and distribute fundraising and special events materials
- Social media postings
- Campaign Monitor emailing
- Website updates

## Ideal Candidate

- More than 2 years experience supporting an executive
- Ability to analyze emails, other correspondence, administrative, financial, and human resources policy documents
- Excellent Microsoft Office Skills, including Outlook, Word, Excel, and PowerPoint
- Strong problem-solving and time management skills
- Ability to manage multiple priorities and meet multiple deadlines under minimal supervision.
- Excellent communication skills, both written and oral in English; ability to communicate clearly with co-workers, department managers, and outside funders
- Experience working with families
- Have passion for our mission and a strong desire to impact a dynamic nonprofit organization
- A background clearance is required

## Application Instructions

Email resume and cover letter to jobs at supportforfamilies.com

At **Support Families of Children with Disabilities** we celebrate diversity, are committed to creating an inclusive environment for all our employees and we encourage diverse applicants to apply.

**Support Families of Children with Disabilities** does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity or expression), national origin, citizenship status, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, military service, or any other category protected by law.

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

**Support for Families of Children with Disabilities is an Equal Opportunity Employer**

Job Type: Full-time

Salary: \$25.00 - \$28.00 per hour

Benefits:

- Dental insurance
- Flexible schedule
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- 8 hour shift

COVID-19 considerations:

All employees are required to be vaccinated, masks are required to be worn in the office outside of private workspaces if multiple people are in the office.

Ability to commute/relocate:

- San Francisco, CA 94103: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Microsoft Excel: 2 years (Required)
- Microsoft Powerpoint: 2 years (Preferred)

Work Location: One location