



**POSITION TITLE:** Administrative Assistant  
**PRIMARY SUPERVISOR:** COO  
**DEPARTMENT:** Administration  
**SUPERVISES:** N/A  
**STATUS:** Non-Exempt  
**SALARY RANGE:** Beginning salary will be commensurate with education and experience and based on appropriate industry standards.

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**POSITION DESCRIPTION:** Administrative Assistant needed to perform administrative and office duties for agency, including COO. The position requires an individual that is able to maintain strict confidentiality at all times, with ability to multi-task, work with minimal direction, and proactively perform and anticipate administrative needs.

**REQUIREMENTS & QUALIFICATIONS:**

- High School Diploma/GED required and 2+ years of experience performing administrative and office duties
- Excellent verbal and written communication skill
- Proficient on Microsoft Word, Excel, Outlook, PowerPoint and Access
- Keystroke a minimum of 50 wpm
- Acute attention to detail
- Good judgment with the ability to make timely and sound decisions
- Creative, flexible, and innovative team player
- Ability to work in a flexible, versatile environment with enthusiasm, in dealing with constant fluctuations in priorities
- Demonstrated ability to plan and organize projects
- Commitment to excellence and high standards

**DUTIES & RESPONSIBILITIES:**

**All of the responsibilities listed below are considered essential functions of this position. Additionally, this position is expected to ensure that the core operating values and the strategic direction of the agency are adhered to.**

- Proactively establishes, and maintains a highly organized filing system, that includes files, correspondence, and other records
- Answers and screens telephone calls in a professional and timely manner; takes accurate messages with a high degree of professionalism and courtesy; arranges conference calls
- Prepares and distributes mail daily. Reviews and responds to daily internal/external mail and overnight packages; sends and receives faxes and other correspondence
- Coordinates calendars and schedules appointments. Maintains communication of schedule awareness and changes
- Assists with Board Member communications and scheduling
- Composes, types, and distributes professional correspondence and memoranda, E-mails, and faxes, utilizing individual initiative, as well as, in performing assigned tasks, including updating contacts

- Coordinates travel arrangements; completes expense reports
- Attends meetings as requested to record detailed minutes
- Coordinates meetings including but not limited to preparing and distributing agendas and other meeting materials, reserving and preparing facilities requested by management
- Performs general clerical duties including but not limited to filing, photocopying, faxing, and mailing
- Records Webinars
- As needed, completes business required errands, such as picking up office supplies and delivering contracts
- Demonstrates professionalism in dealing with confidential and sensitive issues
- Assists Directors and members of management as needed
- Demonstrates flexibility regarding work schedule and assigned duties
- Demonstrates excellent organization skills
- Maintains strict timelines and adherence to calendar events and deadlines
- Proactively anticipates events, needs and next steps and initiates the needed action in advance
- Other projects as assigned

Equipment Operated: Computer, telephone, fax, copier, and automobile

The statements contained herein describe the scope of the responsibility and essential functions of this position but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas.

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The Village Family Services (The Village/TVFS) is an internationally accredited, leading bilingual family wellness organization that provides culturally sensitive, trauma-informed mental health, homeless and foster care services to thousands of Los Angeles County's most vulnerable and underserved children, youth, and their families. We specialize in helping LGBTQ and transition age youth who are in crisis and are recognized for our community response for ending youth homelessness.

***To apply, please email resume along with cover letter to [hr@thevillagefs.org](mailto:hr@thevillagefs.org) with subject line Administrative Assistant.***