



COMMUNITY ACTION OF NAPA VALLEY

encouraging self-sufficiency

Job Announcement

JOB TITLE: Office Assistant

HOURS: 20 hours per week

SALARY: \$10.50 per hour

BENEFITS: 401(K) plan, vacation, sick, and holiday pay.

SUMMARY: The **Office Assistant** is responsible for the clerical and record keeping functions of the CANV Kids Development & Family Program operated by the Community Action of Napa Valley.

REQUIREMENTS AND QUALIFICATIONS:

- Knowledge of modern office methods, equipment and procedures
- Knowledge of computerized word processing, WORD and EXCEL
- Ability to file, type and record keeping methods
- Ability to work as a team member
- Ability to work with minimum supervision
- Ability to establish and maintain cooperative workplace relationships
- Ability to interact courteously and tactfully with the public
- Ability to organize work to meet competing priorities
- Ability to Maintain confidentiality of staff and clients
- Ability to communicate in the verbal and written form in both English and Spanish preferred
- Must pass State Criminal Record clearance
- Must show proof of a negative TB test within the last 60 days

ABOUT OUR AGENCY:

Community Action of Napa Valley (CANV) is a non-profit organization that has served the Napa community since 1965. The agency currently operates a range of programs that provide vital basic services such as food, emergency shelter, rental assistance, child care, meals for seniors, culinary training, tobacco education and volunteer opportunities.

HOW TO APPLY:

Visit our website at <http://canv.org> to download an application. Only individuals who submit an application will be considered for job position. Mail to: 2310 Laurel Street, Suite 1, Napa, CA 94559 or

E-mail to: canv@can-v.org or Fax to: (707) 253-6156

OPEN UNTIL FILLED

CANV IS AN EQUAL OPPORTUNITY EMPLOYER

Office Assistant Job Description

The **Office Assistant** is responsible for the clerical and record keeping functions of the CANV Kids Development & Family Program operated by the Community Action of Napa Valley.

JOB TITLE: Office Assistant

DEPARTMENT: CANV Kids Development & Family Program

JOB SITE: 2521 Old Sonoma Rd

REPORTS TO: Program Director/ Office Manager

SUPERVISES: Trainees and Volunteers

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Maintain a filing system which includes food purchase forms, invoices, receipts, shopping lists, worksheets and menus.
2. Maintain adequate supply of office, kitchen, cleaning and paper supplies.
3. Greet the public both in person and on the telephone, provide information and take messages.
4. Type, file, collate, and shred, distribute and mail program documents as needed.
5. Make copies of needed paperwork for the whole program when needed.
6. Collect and copy monthly newsletter and distribute to both childcares.
7. Keep children's files in the office rotated and shred when hold time frame is up.
8. Transport supplies, materials when needed.
9. Attend meetings and trainings as required.
10. File monthly commodity report with the Food Bank.
11. Maintain confidentiality as required by law and CANV policies.
12. Comply with established CANV procedures.
13. Perform other related duties as assigned.

KNOWLEDGE OF:

- Modern office methods, equipment and procedures.
- Computerized word processing, WORD and EXCEL.

ABILITY TO:

- File, type and record keeping methods.
- Establish and maintain cooperative workplace relationships.
- Interact courteously and tactfully with the public
- Maintain confidentiality of staff and clients.
- Communicate in the verbal and written form in both English and Spanish preferred.
- Work as a team member
- Work with minimum supervision
- Organize work to meet competing priorities.

PHYSICAL DEMANDS:

While performing this job, the employee is regularly required to walk; sit; use hands to handle objects, operate keyboards, tools, or controls; talk and hear. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Noise level is moderate to loud.
- Office is on street level.

ADDITIONAL INFORMATION:

- Must possess a valid California Driver License.
- Must maintain a good driving record.
- Must pass State Criminal Record clearance.
- Must maintain vehicle liability insurance.
- Must have access to a vehicle during work hours.
- Must show proof of TB test within the last 60 days.