

## **Catholic Charities Diocese of Monterey**

<b>Position:</b>	Administrative Assistant	<b>FLSA:</b>	Non-Exempt
<b>Program/Department:</b>	Disaster Case Management Program (DCMP)	<b>FTE:</b>	40 hrs./week
<b>Supervisor:</b>	Disaster Case Management Coordinator or Program Manager	<b>Term:</b>	16 months
<b>Location:</b>	Santa Cruz	<b>Salary:</b>	\$19 - \$21

### **ABOUT CATHOLIC CHARITIES:**

Catholic Charities of the Diocese of Monterey is one of 12 Catholic Charities agencies in the state of California and covers the Diocesan Counties of Santa Cruz, Monterey, San Benito and San Luis Obispo. Catholic Charities is the social justice arm of the Catholic Diocese of Monterey.

#### **Programs:**

The main programs are the following: Family Supportive Services Program (Rental Assistance, Cal Fresh, Medi-Cal, SNAP-Ed, nutrition education and other services) Tattoo Removal Program, Immigration Legal Services and Citizenship Program, Disaster Case Management Program (DCMP) and Development and Communication.

#### **Mission:**

Our Mission is to provide service to people in need, to advocate for social justice, and to call other people of good will to do the same.

### **POSITION SUMMARY:**

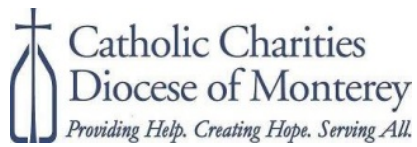
The Administrative Assistant will provide administrative and, high level clerical and logistic support to the Disaster Case Management Program. The Disaster Case Management Program provides long-term case management services to survivors of the 2020 Santa Cruz and Monterey Counties fires.

### **FUNDAMENTAL RESPONSIBILITIES:**

Promote the mission of Catholic Charities through a commitment to its core values of compassion, service, justice, respect, integrity, teamwork and excellence.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Assist DCMP Program Manager and staff with administrative support
2. Prepare expense reports, time sheets, invoices, spreadsheets, and other items as it pertains to program guidelines and reimbursements
3. Work with Manager to assist with office needs, such as telephones, computers, office equipment, inventory control, ordering and organizing all office supplies, sorting and distributing of mail and faxes
4. Maintain filing system and program files
5. Input DCMP surveys and files into the online case management system
6. Handle logistics of outreach preparation, execution and tear-down
7. Maintain filing system and program files
8. Other duties as assigned



**QUALIFICATIONS:**

**Education and/or experience required:**

1. A.A. college degree or equivalent
2. At least two years of office/administrative assistant experience
3. Previous experience in nonprofit social services and/or disaster relief strongly preferred

**Skills, licenses, and/or competencies required:**

1. Excellent interpersonal and organizational skills
2. Good accounting invoicing skills
3. Proficiency in Microsoft Office Suite, particularly Word and Excel
4. Willingness to work in a team environment and respond to needs of multiple constituencies
5. High attention to detail

This job description intends to outline the general nature and level of work being performed by the person assigned to this job. It is not intended to include all duties and responsibilities. Because of a need to remain responsive to the needs of our clients and our agency's operations, responsibilities may be modified at any time.

**LICENSE, CERTIFICATIONS, REGISTRATIONS:**

1. Must provide a Valid California Driver's License, transportation and current auto insurance

**OTHER REQUIREMENTS:**

1. Clearance of fingerprint background check is required
2. Ability to stand and be active for 2-3 hours at a time
3. Occasionally lift or move up to 25+ lbs.

**WORKING CONDITIONS:**

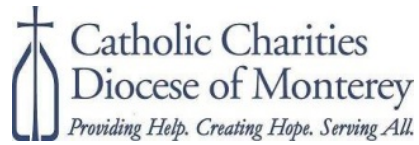
1. Comfortable office environment
2. Some travel to other locations for meetings, trainings, etc.

**HOURS AND OTHER CONDITIONS:**

This is a non-exempt, 40 hours/week position. Occasional weekends will be required. Salary is \$19-\$21/hour. Catholic Charities offers a full-range of employee benefits.

By email:

*This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant. Because of a need to remain responsive to the needs of our clients and our Agency's operations, responsibilities may be modified at any time.*



**APPROVALS:**

\_\_\_\_\_  
Direct Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Incumbent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date