



<b>Job Title:</b>	<b>Administrative Assistant</b>	<b>Job Type:</b>	Independent Contractor
<b>Location:</b>	Home Office	<b>Attend Meetings:</b>	3 to 4 per month during daytime hours
<b>Level/Salary Range:</b>	\$16.00 per hour	<b>Hours per Week:</b>	10-15 hours per week
<b>Contact:</b>	admin@elkgrovehart.org	<b>Position Type:</b>	Part Time
<b>Date Posted:</b>	January 3, 2020	<b>Posting Expires:</b>	January 15, 2020
<b>JOB DESCRIPTION</b>	<p>Elk Grove Homeless Assistant Resource Team (HART) is a non-profit organization seeking an independent contractor to complete Administrative Assistant tasks. This position is an integral part of the HART team providing organizational support, scheduling and maintaining records of volunteers, communicating with stakeholders, and providing response to inquiries by the public. All applicants should be familiar with, and supportive of, Elk Grove HART activities as described on the organization website. ElkGroveHART.org</p>		
<b>ROLE AND RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Answer and direct phone calls</li> <li>• Take minutes at meetings and distribute electronically</li> <li>• Maintain contact lists; able to create emails using contact lists</li> <li>• Write short articles for HART website and Facebook page</li> <li>• Volunteer coordination for Elk Grove Winter Sanctuary program</li> <li>• Oversee and coordinate Christmas gift program</li> <li>• Produce and distribute memos, letters and forms electronically</li> <li>• Develop and maintain a hard-copy filing system. Maintain the existing Dropbox filing system. Organize records including proof of car insurance, background checks, volunteer scheduling, weekly and monthly mentor reports, etc.</li> <li>• Organize and schedule meetings</li> <li>• Assist HART president with other duties as needed</li> </ul>		
<b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Self-starter with experience (paid or volunteer capacity) in accomplishing administrative tasks</li> <li>• Attention to detail and problem solving skills</li> <li>• Able to communicate effectively verbally and in writing</li> <li>• Able to maintain confidentiality and professionalism when dealing with sensitive materials</li> <li>• Proficiency in MS Office, Dropbox, Facebook, Twitter, etc.</li> <li>• Ability to learn Sign Up Genius volunteer management software</li> <li>• Minimum of high school diploma</li> </ul>		

Applicants should complete the HART Employment Application and submit by email no later than 4:00 pm on Wednesday, January 15, 2020 to [admin@elkgrovehart.org](mailto:admin@elkgrovehart.org). A cover letter can be included but do not send a resume. The most qualified applicants will be invited to a panel interview.