



PROGRAMS ADMINISTRATIVE ASSISTANT JOB POSTING

SUMMARY: The Programs Administrative Assistant facilitates the efficient operations of the Programs Division (which includes both the Clearinghouse Department and Programs & Outreach Department) by performing a variety of administrative tasks. This role provides administrative support to the management, staff, and operational functions of the Clearinghouse and Programs & Outreach departments. The Programs Administrative Assistant reports to the Programs & Outreach Manager and necessitates close coordination with the Clearinghouse Manager.

This is a full-time, non-exempt hourly position.

ESSENTIAL DUTIES AND RESPONSIBILITIES: This position assists the Programs & Outreach Manager and Clearinghouse Manager with the coordination and execution of a broad range of administrative tasks to ensure efficient operations, including the following. Other duties may be assigned.

General Administration Support

- Answers phone and email inquiries for the Clearinghouse and Programs & Outreach teams, transferring or directing to the appropriate party, and screening when necessary.
- Responds to and resolves administrative inquiries & questions.
- Maintains an organized, standardized, and comprehensive filing system for documentation of all Clearinghouse and Programs files. This includes using CFSC's online systems and maintaining related in office files for Programs & Outreach and Clearinghouse teams.
- Independently composes correspondence, memorandums, and reports according to established standards for the Clearinghouse Manager and/or Programs & Outreach Manager, in response to inquiries or requests for information received by email, telephone, or mail.
- Maintains comprehensive documentation and tracking systems for the progress of grant and program deliverables and activities,
- Assists with upkeep of grants and programs documents to ensure they are compliant with all relevant rules, regulations, and policies of the CFSC and funders.
- Assists with developing standard operating procedures specific to Programs & Outreach and Clearinghouse teams, in addition to assisting with documenting, developing, and training Programs & Outreach and Clearinghouse staff.
- Coordinates, schedules, and books travel as requested for the Clearinghouse and Programs staff.
- Schedule, coordinate, and provide administrative support regarding McClellan office-based meetings for Programs & Outreach and Clearinghouse teams.
- Assists with reviewing Programs & Outreach and Clearinghouse staff Travel Requests for completion, accuracy, compliance with CFSC and funder policies, regulations, and requirements.
- Maintains supplies, equipment, and materials for Programs & Outreach and Clearinghouse teams at the McClellan office.



- Assist with reviewing Credit Card Reconciliations, Expense Reimbursements, and corresponding documentation for completion, accuracy, and compliance with CFSC and funder policies, regulations, and requirements.
- Assist with website maintenance and updates for Programs & Outreach and Clearinghouse Teams.
- Processes, reviews, and documents purchase orders, invoices, and/or contract agreements.
- Assists with data collection, tracking, and analysis for both Programs & Outreach and Clearinghouse teams.
- Assists with drafting and submitting reports for Programs & Outreach and Clearinghouse teams.
- Assists and provides administrative support to Programs & Outreach and Clearinghouse webinars, meetings, and workshops.
- Performs other duties as assigned.

Programs & Outreach Administrative Tasks & Support

- Coordinates outreach materials, supplies, and provides logistics support for Programs & Outreach events and workshops.
- Coordinates outreach material maintenance, inventory, storage, and shipment when applicable.
- Maintains and updates Programs & Outreach Calendar.
- Performs other duties as assigned.

Clearinghouse Administrative Tasks & Support

- Assists with drafting and submitting documents as requested.
- Assists with master grant and subaward tracking, including project workflows, agreement amendments, compliance monitoring, and file maintenance.
- Assists with invoice and payment tracking and coordination to ensure all essential information is gathered, recorded, and implemented.
- Coordinates grant materials printing and shipment.
- Assists with developing reports and infographics for master grant metrics and deliverables.
- Maintains and updates Clearinghouse Calendar.
- Performs other duties as assigned.

This position should have a working knowledge of all other positions to provide support as needed. The Programs Administrative Assistant must possess the knowledge and skills to carry out assignments on their own initiative; understand the organization's programs and relationship with other public and private entities; work under time constraints and complete priorities in a fast-paced environment; and maintain positive working relationships with the CSFC staff, Board of Directors, local Fire Safe Councils, grantees, and funding agencies.



QUALIFICATIONS

Required

- High school diploma or general education degree (GED).
- One to two years or equivalent experience in an administrative role, such as performing secretarial or administrative assistant duties in a multi-faceted office or equivalent.
- Strong understanding of clerical procedures and systems, such as recordkeeping and filing.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Knowledge of the principles and methods of office management; purchasing, travel/meeting planning and preparation; computers and related information technology tools.
- Ability to work independently.
- Ability to define, organize, and perform various administrative assignments across all organizational units; assess and respond quickly to emerging developments/issues.

Preferred

- General knowledge of non-profit organizations.
- Demonstrates effective communication skills.
- Experience with state and federal grant procedures and guidelines is preferred.
- Knowledge of Purchase Order and Contract creation and processes.
- Project management skills.
- Strong Excel skills.

COMPENSATION & BENEFITS: \$21-\$27 per hour, DOE, Medical, Dental, Vision, & Life Insurance; IRA with employer matching contribution; and sick, vacation and personal paid time off (PTO).

TO APPLY: Please use the following application link –

<http://hrtogo.agilehr.com/PrivateCareerPortal/JobDetail.aspx?RequisitionId=31858&SourceId=3775>