

August 16, 2010

**ADMINISTRATIVE ASSISTANT
FACT Full Access and Coordinated Transportation
Vista, CA**

FACT, Inc. is a nonprofit organization and is the Consolidated Transportation Services Agency in San Diego County. FACT's mission is to coordinate all transportation services in San Diego County and improve transportation services for all residents.

FACT began operations in 2006. The services provided by FACT are funded by San Diego County, State and Federal transportation grants.

DUTIES AND RESPONSIBILITIES

- Oversee all aspects of general office coordination
- Maintain office calendar to coordinate work flow and meetings
- Maintain confidentiality in all aspects of client, staff and agency information
- Monitor and assist with maintenance of the organization's website
- Interact with clients, vendors and visitors
- Prepare responses to correspondence containing routine inquiries
- Perform general clerical duties to include, but not limited to, bookkeeping, copying, faxing, mailing and filing
- Coordinate and direct office services, such as records, budget preparation, personnel and housekeeping
- Create and modify documents such as invoices, reports, memos, letter and financial statements using word processing, spreadsheet, database and/or other presentation software such as Microsoft Office, QuickBooks or other programs
- May conduct research, compile data and prepare papers for consideration and presentation to the Executive Director, staff and Board of Directors
- Set up and coordinate meetings and conferences
- Prepare agendas and make arrangements for CAM, Board and Annual Meetings
- Compile, transcribe and distribute minutes of meetings
- Make travel arrangements for staff, Board and volunteers
- Provide transportation referral options and information to clients making inquiries
- Collect and maintain inventory of office equipment and supplies
- May supervise volunteers and other support personnel
- Assists in special events such as fundraising activities and the annual meeting
- Other duties as assigned by Executive Director

KNOWLEDGE, SKILLS AND ABILITIES

1. Computer literate
2. Good writing, analytical and problem-solving skills

3. Knowledge of principles and practices of organization, planning, records management and general administration
4. Ability to communicate effectively
5. Ability to operate standard office equipment, including but not limited to, computers, telephone systems, calculators, copiers and facsimile machines
6. Ability to follow oral and written communication
7. Prefer experience with seniors, people with disabilities and low income individuals

MINIMUM QUALIFICATIONS

1. At least three (3) years experience in general office responsibilities and procedures
2. Must be computer literate
3. Knowledge of principles and practices of basic office management and organization
4. Knowledge of the basic principles and practices of bookkeeping
5. Ability to work well alone or as part of a team

SALARY

\$28,000 – 41,000 p.a. commensurate with qualifications and experience

Posted August 17, 2010, open until filled. Please send responses to factsd@factsd.org