



## JOB DESCRIPTION

**Job Title:** Administrative Assistant  
**Organization:** Asian American Recovery Services, Inc. (AARS, Inc.)  
**Program/Dept:** Administrative Offices / Youth Services Office  
**Location:** San Mateo County  
**Reports to:** Executive Director / Program Manager of San Mateo County  
**Classification:** Regular, Full-time, Non-Exempt  
**Salary Range:** \$36,000 - \$45,000 p.a.

**Description:** AARS, Inc. is an innovative substance abuse prevention and treatment agency serving the greater San Francisco Bay Area. The Administrative Assistant provides administrative supports in both the Administrative and Youth Services offices in South San Francisco.

### **Primary Duties and Responsibilities (other duties may be assigned):**

#### **Administrative Office**

- Under general direction of the Executive **and Deputy Director**, transcribes and distributes minutes, and prepares reports as needed;
- Assists in the development, revision and submission of documents, reports, forms, directives, and other communications frequently confidential in nature;
- Assists in developing and maintaining confidential files and other sensitive information;
- Assists the Executive Director by maintaining his/her appointment schedule; records and reviews messages, information and requests via mail, e-mail, fax, and telephone; prepares correspondence, reports and other written documents as needed;
- Makes Executive Director's travel arrangements, prepares all travel documentation including but not limited to mileage reports, per diem and reimbursement requests, and reconciles all receipts from local and long distance trips and meetings;
- Under the direction of the Executive Director, provides assistance to the Chair, Secretary and Committee Heads of the Board of Directors by scheduling and recording minutes of Board meetings; preparing Board documents and correspondence; and maintaining Board of Directors roster, files, and documents;
- Assists the Executive Director to maintain active liaison with key persons: Board Members, Associate Directors, Program Managers, elected and appointed Government Officials, funding source leaders, professional organization leaders, Executive Directors of key community agencies, leaders in the Asian/Pacific Islander communities, and appropriate community leaders at-large;
- Supports the Executive Director and Management Team by coordinating and following up on management activities, maintaining Management Team meeting schedules;
- Supports Management Team by preparing meeting schedules and agendas as well as participates in and records minutes for meetings.

#### **Youth Services Office**

- Manages and directs client traffic in the reception area;
- Develops and maintains the program filing systems;
- Arranges and otherwise assists with meetings, trainings, conferences, etc. as needed;

- Maintains and updates program literature, brochures, manuals, etc;
- Administers surveys, forms, and questionnaires to clients and staff as needed.

**Other General Duties for both offices**

- Provides general office administrative and secretarial support including but not limited to, word processing, answering telephones, greeting clients and visitors, handling general inquiries, distributing mail, faxing, copying, etc.;
- Process expenditures (petty cash, expense forms, reimbursements, etc.);
- Maintains general office area and office supplies inventory;
- Coordinates facility and maintenance issues;
- Performs a variety of special projects involving independent judgment, discretion, flexibility, and resourcefulness.

**Desired Qualifications:**

- Bachelor's degree in Business Administration or equivalent experience preferred;
- Demonstrated administrative and secretarial skills with one year of general office work experience preferred;
- Ability to maintain confidentiality, display good judgment, and exercise tact and diplomacy at all times;
- Understanding of and willingness to work with traditionally under-served populations, including but not limited to those affected by substance abuse, mental health, HIV, AIDS and other health-related issues;
- Familiarity with the Asian and Pacific Islander communities as well as the system of social care within SF preferred;
- Must be organized self-starter, detail oriented, and able to manage multiple tasks simultaneously;
- Excellent computer skills; MS Word, PowerPoint and Excel. MS ACCESS skills preferred.
- Excellent verbal and written communication skills.

**Application Deadline:** Position will remain open until filled.

Send resume and letter of interest to:

AARS, Inc.  
Attn: Tony Duong, Fiscal Director  
1115 Mission Road  
South San Francisco, CA 94080  
FAX (650) 243-4889

*Due to large volume of resumes received, we are unable to acknowledge receipt of all applications. Candidates who meet specific qualifications will be contacted during the course of this search.*

*AARS, Inc. is an equal opportunity employer. We encourage applicants from diverse backgrounds, including women, those from different racial and religious backgrounds and diverse sexual orientations. Reasonable accommodation will be made for persons with disabilities.*

2/3/2010