



Office Administrator Job Description

Type: Part time @ 20 hours a week

Reports to: Executive Director

Responsible for: Keeping the ACTION VC office running smoothly and overseeing administrative support.

To apply: Please email a cover letter and resume to action@actionvc.org, and use "Office Administrator" in the subject line.

Required Qualifications:

- Prior non-profit and administrative experience
- Highly organized with strong attention to follow up, meticulous recordkeeping and attention to detail
- Excellent communication skills (both written and oral)
- Exceptional client and customer service
- Proficient in Microsoft Office, including Word, Excel, PowerPoint, etc and Google Suite
- Helpful- Proven experience in social media and email marketing
- Helpful- Proficiency in Spanish

Overall responsibilities:

- Oversee and support all administrative duties in the office and ensure that operations are running smoothly.
- Develop and implement office standards by setting up procedures to guide the operation of the office.
- Manage office supplies inventory and place orders as necessary.
- Perform receptionist duties, including answering phone calls, client intake, noting messages.
- Receive and sort incoming mail and deliveries and manage outgoing mail; direct office mailings.
- Input/pull records in the database for needed projects and programs.
- Maintain records in the database and keep important accounts up to date.
- Make sure important documents are up to date.
- Perform other duties as assigned.

About ACTION VC: ACTION VC is a different kind of non-profit in Ventura County. We work to unite all of us within the community- individuals, churches, agencies and businesses- to serve our neighbors in need. Throughout the year, we connect volunteers with local service projects where they can volunteer with their skills on their schedule. Our annual events, Love VC and Community Christmas Shoppe, meet the needs of thousands of under-resourced seniors, low income families, and people with disabilities. Our vision in Ventura County is to see neighbors connected, relationships restored, and communities inspired. To learn more about ACTION VC, please visit www.actionvc.org