



Job Description

JOB TITLE: BILINGUAL VITA ADMINISTRATIVE SPECIALIST

EXEMPT: No

DEPARTMENT: Financial Stability

REPORTS TO: Assistant Director

APPROVED BY: HR Manager

SALARY LEVEL: \$16.00-\$18.00/hour

LOCATION: Main Office

HOURS: 20 hours/week

DATE: 12/10/18

SUMMARY OF THE POSITION: Under the supervision of the Assistant Director of Programs and the Program Coordinator, the Bilingual VITA Administrative Specialist will be responsible for supporting the coordination of activities and provide administrative support for the VITA Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Promotes the VITA program throughout Sonoma County by doing presentations, posting flyers and other outreach materials at public locations, and building relationships with potential partners
- Schedule and confirm tax appointments for clients
- Assist with data entry into CAP60 database
- Perform virtual intake in main office and other sites in Sonoma County
- Provide translation services between clients and site coordinators as needed.
- Act as co-site coordinator at least two evenings a week to make site more effective
- Cover site coordinators at CAP main office or Roseland Elementary School when main site coordinator is not available
- Informs clients about other services available through Community Action Partnership of Sonoma County and its partners
- Attend required training sessions
- Other related duties as assigned

REQUIRED QUALIFICATIONS:

- Associates degree preferred, but not required
- Previous non-profit experience preferred
- Must be bilingual in English and Spanish both oral and written
- Strong oral, written communication, interpersonal and teamwork skills needed
- Intermediate skill level with internet, Word and Excel
- Strong analytical and problem-solving skills.
- Strong organization, time management, interpersonal and communication skills.
- Knowledge of and sensitivity to culturally diverse groups and persons from low-income families
- Ability to effectively present information and respond to questions from clients and staff
- Must be able to work a flexible schedule: Some evenings and Saturdays required
- Must have a valid California Driver's License and properly insured vehicle

WORK ENVIRONMENT:

The work environment is in an office setting. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to sit at a desk and frequently use a computer. The employee is occasionally required to stand; walk; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee may spend extended lengths of time standing while using such office machines as a copier or duplicating machine and / or while filing. The employee spends approximately 95% of the time writing and/or keyboarding.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that is required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Print Name: _____

Signature: _____

Date: _____