



# VOLUNTEER CENTER SOUTH BAY-HARBOR-LONG BEACH

## Office Administrative Assistant

### Who We Are

For almost 60 years, the Volunteer Center located in Torrance, CA, a nonprofit, has been engaged “at the heart of helping” families in the South Bay, Harbor, and Long Beach communities. We believe that together we change the world, starting here in our community, by recognizing the value of empathy and listening to our community's most urgent needs, and then delivering impactful programs such as Operation Teddy Bear, Food For Kids, our Teen Connect Program, and others.

### The Position

The Office Assistant supports the day-to-day operations of the Volunteer Center. This position is responsible for administrative duties to ensure that the organization's office, technology, supplies, security, phones, meeting rooms, and calendars are organized and operating effectively to smoothly support the Volunteer Center's mission.

### Strategic Goals for this Position:

- ♥ Anticipate the team's needs and ensure team members have access to the supplies, tools, and systems needed to improve the efficiency of the business operations.
- ♥ Support the programs and operation of the Center by ensuring that the offices, supplies, and tools of the Volunteer Center are in good working order, protected, and reflect the quality of the Center and the importance of the mission.
- ♥ Use strong computer skills and experience to assist with record-keeping, data input, information management, and accounts receivable/payable to ensure donors are thanked promptly, vendors are paid on time, Volunteer Center operations are sustainable, staff is prepared for the audit, and the team is supported.

### Key Job Responsibilities:

#### Operations

- Ensure the office systems are maintained and running efficiently, including, but not limited to, telephone and internet services, postage and UPS services, copier, and all leased equipment
- Maintain and file vendor contracts, equipment maintenance, office supply orders, fixed asset documentation
- Oversee the room rentals, including contracts and payments and any equipment loans or rentals
- Analyze and organize office operations and procedures to increase efficiency and productivity
- Ensure the cleanliness, safety, and risk mitigation of offices, public spaces and outdoor areas
- Maintain an approximately \$12K annual office supply budget and order office supplies as needed, ensuring discounts and savings whenever possible
- Assist in getting bids from various potential vendors to ensure competitive pricing and cost savings

- Monitor the security of the offices, including using camera systems and assist with the retrieval of replays as needed
- Handle the staff calendar, scheduling, meeting preparation, and set-up, including Zoom calls, call-in information, and assisting board members with meeting requests, materials distribution, reminders, and electronic calendar notices
- Assist the Board with the annual Durfee Scholarship program, including processing check requests and corresponding with award recipients and schools, as needed
- Oversee the Visions of Unity fiscal sponsorship, including accounts receivable and payable and reporting updates to the board liaison

### **Data and Information Management**

- Collect, submit and archive all timesheet paperwork for all non-CRCS staff and W9 paperwork for contractors.
- Serve as accounts payable, enter all operations bills and invoices into QuickBooks, and prepare checks, including preparing copies of receipt and backup for expenses, including credit card.
- Responsible for record-keeping and answering requests for the Volunteer Center's business licenses, official forms, annual W9, IRS letter, ACH requests, stock donations, and other materials related to the operations of the Volunteer Center.
- Assist Board Officers with the public filing, upkeep, and accuracy of the Board-related public information binders, including minutes, reconciliations, Board Give or Get, and other backup records.
- Take notes and minutes for staff and committee meetings and send out action items.

### **Fund Development**

- Assist the President/CEO with tours and lunches for major and prospective donors
- Assist with mailing grant proposals and reports within deadlines
- Use mail merge to prepare, and mail thank you letters to donors within two weeks
- Enter all donation data into Salesforce upon receipt
- Assist with special events, donor recognition parties, and the annual Gala

### **Required Skills**

- Minimum of an AA or some work towards a Bachelors combined with proven related administrative skills.
- Strong computer skills including excel, mail merges, photo editing, social media, and email
- Experience with Quickbooks is a plus. Experience with Content Management Systems such as Salesforce required, final candidates will be tested.
- Experience with Gmail, Google shared drive, Google Calendar, and Zoom
- Excellent verbal and written communication skills with exceptional phone etiquette
- Valid Driver's License and proof of insurance. Ability to work in the office, stand, stoop, climb stairs, lift up to 30lbs comfortably, and travel by car as needed.

### **Send Resume**

Attn: Sara Myers, President/CEO  
 info@volcenter.org