



OKIZU JOB DESCRIPTION

POSITION TITLE: Temporary Administrative Assistant – Family Services

STATUS: Non-Exempt

REPORTS TO: Director of Family Services

POSITION SUMMARY: Work with Director of Family Services to facilitate participation in our programs.

General Expectations: The Family Services Administrative Assistant is an important part of the Camp Okizu team. In order to achieve our mission of offering recreation, respite, mentoring and peer support programs for all members of families affected by childhood cancer, it is essential that all Okizu employees and volunteers carry out their work in an efficient and professional manner, that they adhere to Okizu policies and philosophies at all times, and that they contribute to the community nature of camp. All staff are expected to conduct themselves in a manner consistent with the camp mission and general operating policies.

Job Summary:

The Administrative Assistant will be responsible for a broad range of administrative and clerical duties relating to enrollment of campers.

The professional in this position must be a proactive member of the organization who lives into our core values and works hard to execute our mission.

Duties & Responsibilities:

This is a summary outline of the duties and responsibilities initially required of an Office Administrator. This is not all-inclusive; duties and responsibilities of this job may be modified or added at any time.

Primary Responsibilities:

- Support Director of Family Services
- Perform data entry to keep database up to date
- Prepare confirmation packets
- Answer phones and monitor messages
- Coordinate and attend outreach events
- Assist with special projects as requested

Qualifications:

- Belief in the Okizu mission and alignment with our Core Values
- At least two years of relevant work experience
- High school diploma or equivalent
- Excellent computer skills with Microsoft Office® Suite including Sharepoint, OneDrive, and Excel
- Excellent organizational skills and attention to detail
- Excellent verbal and written communication skills
- Excellent time management with a proven ability to meet deadlines
- Ability to function well in a fast-paced and at times stressful environment
- Quick and eager learner

Physical requirements include:

- Prolonged sitting at a desk and working on a computer, and using the telephone
- Must be able to lift up to 20 pounds at times
- Must have a valid driver's license, a vehicle, and insurance. Must be able to drive a vehicle and load/unload vehicle with supplies
- Must be able to work in an office environment

Currently this job is 20 hours per week based in our office in Novato from February 15-August 15, 2022. Okizu requires all employees in our office to be fully vaccinated against COVID-19.

To apply: Please email a cover letter and resume to hr@okizu.org, and indicate Family Services Administrative Assistant in the subject line.

Nothing in this job description restricts Okizu management's right to assign or reassign duties and responsibilities to this job at any time.

Okizu is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status.