Office and Administrative Assistant

Classification
Non-exempt

Reports to
Executive Director

Date
2020

Job Overview
Dress for Success San Francisco is looking for an Office and Administrative assistant to help us ensure our office and Boutique operations run smoothly at all times, and to support the Executive Director. Your primary responsibility will be to support the day-to-day office tasks and for providing the Executive Director with administrative support.

The right candidate for this position will be someone with excellent attention to detail, and who is passionate about creating and maintaining organized systems. The successful candidate will have excellent written and oral communication skills (bi-lingual is a plus), be committed to quality work, thrive in a fast-paced environment, take initiative, and have a proactive and collaborative approach to working with colleagues. The Office & Admin Assistant is a full-time employee supervised by the Executive Director.

About Dress for Success San Francisco
Dress for Success San Francisco (DFSSF) is the local affiliate to the international organization, Dress for Success Worldwide, the international nonprofit organization dedicated to improving the lives of women through career development services.

Our Mission
The mission of Dress for Success® is to empower women to achieve economic independence by providing a network of support, professional attire and the development tools to help women thrive in work and in life.

More Details:
The Office & Admin Assistant responsible for overall Office & Boutique management, including inventory management. The Assistant is a welcoming, respectful and caring point of contact for a diverse population of individuals including referral sources, volunteers, donors, and most importantly our clients. This role is key to the professional and compassionate image of Dress for Success both internally and externally and plays an integral role in the actualization of our mission and vision.

On a daily basis, the Assistant will be answering phone calls, responding to inquiries about individual donations and company donation drives, as well as helping to maintain the volunteer and client schedule.
In addition, the Assistant will help support the Executive Director, including managing her schedule; categorizing, sorting, and filing emails and meeting notes; processing paperwork; and other tasks and projects as assigned by the Executive Director.

The Assistant will support the Development activities of the Executive Director and the whole office. This includes data entry into E-Tapestry (donor database system), creating acknowledgement letters, helping with fundraising appeals, and in-kind item solicitation.

**Essential Skills and Attitudes**
Our organizational culture is of utmost importance and we embrace professionalism, meaningful engagement, and teamwork. Compassion and a sense of humor are important qualities. Flexibility is a must, as is leading by example through an upbeat and positive attitude, even during challenging times. Respect and compassion are an expectation in interactions with clients, staff, donors and volunteers.

- Minimum of 2-3 years paid or volunteer experience in a human services organization or customer service environment working with and/or serving a diverse population.
- Strong multi-tasking skills with the flexibility to adapt priorities based on emerging needs of clients/organization
- Excellent interpersonal, phone, and written communication skills, including the ability to communicate effectively with a wide range of audiences and professional email etiquette.
- Experience using Microsoft Office (Word and Excel), Google Docs and forms.
- Experience in a retail setting is desirable
- Bilingual English/Spanish is a plus
- Experience with donor databases/CRM an asset.

**PHYSICAL DEMANDS:**
While performing the duties of this job, the employee is frequently required to sit, talk and hear, and use hands to finger, handle, or feel, using a keyboard. Requires frequent use of computer monitor.

The employee is regularly required to stand, walk; reach with hands and arms; and frequently lift and/or move up to 25 pounds without assistance in tight spaces, as well as to frequently use a step ladder up to 4-5 ft.

**Dress for Success San Francisco is an Equal Opportunity Employer**
DFSSF is committed to creating a diverse, equitable, and inclusive workplace and is proud to be an equal opportunity employer. We strongly encourage women, people of color, LGBTQ persons, people of different levels of physical ability, and all qualified persons to apply for this position.
COMPENSATION AND BENEFITS

- This is a full-time non-exempt position.
- Depending on experience, the salary range is $24-27/hour for this position.
- We provide 10 days of vacation, 11 paid holidays.
- We provide medical, dental, and vision benefits full paid by the employer.
- We provide a matching 401K plan that is immediately vested. We will match up to 3% of your compensation/year.

How to apply:
Please send thoughtful cover letter and resume with Office & Admin Assistant in subject line to sanfrancisco@dressforsuccess.org. No phone calls please.