



MENDOCINO COUNTY YOUTH PROJECT

776 S. State Street, Suite 107, Ukiah, CA 95482
707-463-4915 (phone) 707-463-4917 (fax)
www.mcyp.org



ADMINISTRATIVE ASSISTANT (PT)

LOCATION: Ukiah
REPORTS TO: Human Resources Manager

THE POSITION: This is a part-time, 25 hours per week entry level position. Duties involve answering a multi-line phone professionally, politely, directing the calls correctly, and greeting clients in addition to assisting with other clerical needs.

DUTIES AND RESPONSIBILITIES:

- Answer incoming calls and direct calls correctly
- Welcome clients and visitors and direct them appropriately
- Track in /out employee board throughout each work day
- Maintain cleanliness of front office, and lobby includes daily sanitation of common areas per public health guidelines during Covid-19 pandemic
- Maintain supply of Covid-19 PPE for staff, clients, visitors
- Maintain supply of agency brochures and forms
- Order and submit receipts for office supplies
- Process incoming and outgoing mail
- Create/Edit documents in Microsoft EXCEL, WORD, PDF
- Compose and type correspondence as directed
- Communicate directly with 24/7 crisis line contractor to distribute referred calls
- Communicate with staff regarding client schedules, appointment requests
- Assist staff with room use calendars
- Distribute PSA
- Update website
- Assist other departments as needed
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Excellent verbal, listening and writing skills in English
- Ability to work with a large variety of people including MCYP staff, children, youth, families, school and law enforcement officials, and other agencies in a patient and helpful manner
- Ability to work effectively in fast, high-stress but fun environment
- Extensive contact with the public, including clients calling in crisis
- Neat, organized and detail oriented

MINIMUM JOB REQUIREMENTS:

- High School graduate or equivalent
- One year of high-volume multi-line phone systems experience
- Knowledge in Microsoft Office – Word, Outlook, Excel, PDF
- Ability to be discrete and maintain confidentiality and appropriate boundaries
- Ability to multi-task, set priorities and remain calm amidst chaos
- **Preferred:** Fluency in Spanish, previous work experience in a human service agency



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THE AGENCY: The Youth Project is a joint powers agency that also has a private non-profit component, Mendocino Family and Youth Services. Its mission is to support the development of healthy youth. We offer opportunities for children, adolescents, and their families to acquire the guidance and skills they need to enhance self-esteem and establish healthy relationships so they may contribute to and strengthen our diverse community. The agency has been in existence since 1974, providing services throughout Mendocino County, partnering with schools, juvenile probation, county offices, and other community based agencies. Current services include a 24-hour youth crisis program with emergency shelter for youth up to age 18, youth drop-in centers, school-based prevention education, intervention and treatment programs supporting children, youth and young adult mental health issues, alcohol, drug, and tobacco use prevention and treatment, transition aged youth shelter homes and support services, supervised visitation, positive youth development activities and outpatient mental health services.

CONDITIONS OF EMPLOYMENT: Successful candidate must submit to post offer, reference and personal background check (includes fingerprinting and DMV check). Candidate must possess a valid California driver's license, proof of automobile insurance and be willing to do some local travel (reimbursed mileage or agency vehicle use).

SALARY: Starting at \$17.20 per hour

BENEFITS:

- Optional health insurance, dental and AFLAC.
- CALPERS retirement
- 12 paid holidays
- 18 days paid vacation
- 12 days sick leave

POSITION CLOSES: When filled

TO APPLY: Please submit ALL of the following documents to the Human Resources Manager, at the address above or email to rsmellus@mcyp.org

1. MCYP employment application
2. Cover letter indicating why you are applying for this position
3. Resume
4. Degree, License and/or certificates (if applicable)

Application forms may be obtained at our office, online at mcyp.org, or by e-mail.

MCYP IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. Applicants may obtain a copy of our EEO Policy on request.