

NOTICE OF AVAILABLE POSITION



POSTING DATE: **3/20/18- Until Filled- Applications received by 3/28/18 given priority.**

POSITION & PROGRAM: **Part-time Community Awareness and Opportunities Assistant**

QUALIFICATIONS: High school diploma or equivalent. Proven ability to be a part of a team. Excellent customer service skills. Competent with various computer programs such as the Microsoft Office suite. Ability to multi-task and prioritize assignments independently.

Satisfactory criminal background, Abuser Registry, Nurse Aide Registry and pre-employment drug checks.

Valid driver's license required. Must be able to abide by Riverside DD's Code of Conduct and adopted values which can be viewed on the Riverside DD website at www.riversidedd.org.

DUTIES:

- Provides assistance to the Community Awareness and Opportunities Department.
- Assists with planning, coordinating and implementing agency events such as DD Awareness Month Open House, County Health Fairs, etc. This includes attending planning meetings, working with staff to promote the event, corresponding with attendees, completing purchase order paperwork, running errands to purchase supplies, setting up, contributes to serving as an event host/hostess, and tearing down/clean-up of events.
- Maintains the distribution lists for newsletters, handles mailing process and ensures distribution timelines are met.
- Creates Recreation Department registration forms and use efficient processes for filing all documents electronically and in paper form related to all scheduling.
- Assists with balancing of accounts for Recreation and Special Olympics.
- Assists with maintenance of Community Connections Manager software to ensure staff have up-to-date contact information.
- Maintains and monitors individual files as directed.
- Makes telephone calls as requested to obtain information, make appointments, etc. Receives calls and takes messages.
- Requests supplies for the department by completing purchase authorizations.
- Meeting minutes as requested.
- Maintains and tracks department referrals.
- Provides back-up support for other Administrative Assistants as needed or requested.
- Completes requests from other Riverside DD supervisors, managers or directors as requested.
- Functions as back-up for the receptionist, including coverage for the front desk, as determined by the current rotation schedule, and as needed when the receptionist is absent.

HOURS: The building is open from 8:00am to 4:30 pm. This position will work 20 hours per week.

SALARY: \$12.10/hour to \$18.23/hour depending on experience.

CONTACT: To be considered please submit applications/resumes by email, US Mail, fax, or by hand-delivery. You may attach a resume, however, the Riverside application **must** be completed.

Email: Nicole.eckert@riversidedd.org