



JOB ANNOUNCEMENT

- POSITION:** Office Manager/Administrative Assistant – Half Time
- REPORTS TO:** Operations Manager
- PAY/SALARY:** \$22 - \$25 per hour, Hourly
- BENEFITS:** Pro-rated medical, dental, vision, and other fringe benefits
Part-Time, Non-Exempt
- HOURS/STATUS:** Hours:10am – 2pm
Days: Monday to Friday; some weekends; flexibility is required

About the Mental Health Association of San Francisco

The Mental Health Association of San Francisco (MHASF) advances the mental health of the people of San Francisco and leads the global community in advocacy, education, research and supports that promote recovery and wellness while challenging the stigma associated with mental health conditions. MHASF, a mental health consumer-run program, is the local affiliate of the Mental Health Association in California and National Mental Health America. People with lived experience of mental health conditions are strongly encouraged to apply.

OVERVIEW OF POSITION:

The Office Manager position will perform a wide variety of general office support and administrative functions for the organization. The OM/AA is expected to be very knowledgeable in technical functions to provide support in human resources, accounting, and office management. The OM/AA role requires experience and specialized level work with a very high degree of independence and initiative. The position will be supervised by the Operations Manager.

RESPONSIBILITIES:

Assistance to the Interim Executive Director and Board of Directors

The assistant will provide direct administrative support to the Interim Executive Director including writing communications and letters; formatting documents; preparing information packets, meeting agendas, and other documents; coordinating refreshments for meetings and events; and research and logistics. The OM/AA will also provide coordination support for the MHASF Board of Directors and its committees with the Operations Manager.

Office Management

Under the direction of the Operations Manager, responsibilities include identifying office supply needs and placing orders; tracking and ensuring adequate supply inventory; coordinating office equipment maintenance; ensuring that the office is organized and presentable at all times; organizing and setting up daily office systems; seeking out and implementing cost savings including improved vendor contracts; creating and maintaining agency forms; managing and maintaining a centralized office filing system organized to include filing systems for vendors and donors; and other office function

Human Resources

The OM/AA will provide general human resource support to the organization to address a wide variety of issues, including maintaining employee records, benefits support, and the administration of personnel policies and procedures. The role requires a high level of independence to resolve problems through the utilization of experience and personal judgment. The OM/AA will interact with employees at all levels and will work to ensure that all issues are addressed in a professional and timely manner.



As job descriptions cannot be exhaustive, the above list of responsibilities is intended to provide a general overview of duties to be assigned and in no way is a comprehensive list of position duties and responsibilities.

REQUIRED QUALIFICATIONS:

- 2 to 3 years of professional experience; including a minimum of 1 year in HR support
- Evidence of maintaining confidential information
- A collaborative team working style with ability to relate effectively with people from diverse backgrounds
- Ability to perform effectively with people of all ages, backgrounds, and paths to recovery
- Strong interpersonal skills and ability to maintain individual confidentiality, openness to others' ideas and willingness to try new things
- Resourcefulness, ability to multi-task, and effective time-management skills
- Excellent written and oral communication skills
- Intermediate experience using a computer and familiarity with office equipment, including Intermediate Skill in Word & Excel, copy/fax machine, and Internet research
- High level of organization, self-direction, and flexibility
- Ability to perform effectively and efficiently under multiple competing deadlines, exercise independent judgment, and work effectively within a team setting
- Commitment to the mission, vision, and values of MHASF
- Bachelor's degree, or equivalent work experience

DESIRED QUALIFICATIONS:

- Experience in Board of Directors support for a nonprofit organization
- Inventory management of office supplies and IT equipment
- IT equipment set-up, maintenance, and troubleshooting
- Experience maintaining agency-wide calendars

TO APPLY:

Send the following to:

Email (preferred): Will Kamin | william@mentalhealthsf.org
Subject: Position – Office Manager/Administrative Assistant

Or apply via fax or postal mail:

ATTN: Human Resources; Position – Office Manager/Administrative Assistant
MHASF, 870 Market Street, Suite 928; San Francisco, CA 94102
Fax: 415-421-2928

All applications must include:

- A) Cover letter describing your interest in this position and MHASF
- B) Resume

No phone calls please. Applications will be reviewed as they are received. The position is open until filled.