

**PETALUMA PEOPLE SERVICES CENTER**  
**Job Description**  
**JOB TITLE: Part-time Temporary Assistant**

<b>Exempt (Y/N):</b> No <b>APPROVED BY:</b> Executive Director <b>Compensation:</b> \$17.50/hr	<b>LOCATION:</b> 1500 Petaluma Blvd. South <b>DEPARTMENT:</b> Fiscal <b>DATE:</b> 05/05/2020
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**POSITION OVERVIEW:** Acts as first point of contact for incoming clients, guests and callers. Handles basic office necessities to keep agency running.

**SUPERVISED BY:** Executive Director & COO

**GENERAL PURPOSE:** Responsible for answering phones, greeting guests, keeping the front office and foyer in serviceable condition for all staff, keeping front office clean and disinfected.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Provide reception duties per schedule (9:00 am – 2:00 pm Monday through Friday)
- Serve as an interpreter when Spanish speaking visitors / clients / calls come in
- Greet and direct walk-in clients, observing proper social distancing guidelines
- Provide clients and guests with appropriate resources and referrals
- Direct phone calls and inquiries to appropriate places (staff member or voicemail)
- Distribute mail to staff and COTS
- Provide other administrative duties as needed
- Study PPSC services and other available services in area to better support clients and callers

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED); or one to three months' related experience and/or training; or equivalent combination of education and experience. Understand and support the mission and values of PPSC.

**LANGUAGE SKILLS:**

- Fluency in Spanish is strongly preferred
- Good oral and written business communication skills. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to work with people at all levels with independence in opinion and integrity.

**We are an Equal Opportunity Employer.** It is our strong belief that equal opportunity for all employees is central to the continuing success of our organization. We will not discriminate against an employee or applicant for employment because of race, color, national origin, ethnicity, age, gender, sexual orientation, religion, political affiliation, marital status, veteran status, genetic information, physical disabilities or medical condition (i.e., AIDS or ARC-related or cancer) or any other category protected by Federal or State law in hiring, promoting, demoting,

training, benefits, transfers, layoffs, terminations, recommendations, rates of pay or other forms of compensation. Opportunity is provided to all employees based on qualifications and job requirements.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position supports essential services provided by PPSC and these duties must be fulfilled on site, they cannot be carried out remotely.

This is **an immediate opening for 25 hrs/wk**. To apply please email your resume to [devin@petalumapeople.org](mailto:devin@petalumapeople.org) as soon as possible. No cover letter necessary.