



ALL PEOPLES COMMUNITY CENTER

Date of Announcement:	August 15, 2021
Agency:	All Peoples Community Center
Job Title:	RSVP Assistant
Salary Range:	\$17.00 per hour DOE (20 Hrs/wk)
Closing Date:	Open untill filled
Start Date:	Immediately
Send Resume:	Saundra Bryant jobs@allpeoplescc.org

The Assistant is responsible for providing support to the Retired Senior & Volunteer Program (RSVP) in accomplishing the goals and objectives of the program, and to provide volunteer opportunities for persons 55 years and older.

DUTIES AND RESPONSIBILITIES

- Handle requests for RSVP information
Assist with Recruitment of RSVP Volunteers
- Collect and maintain project data using a computerized database system
- Assist with the preparation of reports, mailings, etc.
- Maintain RSVP files, program supplies inventory, and program equipment
- Maintain regular communication with volunteers and station coordinators
Assist with grant research
- Provide administrative support to the RSVP Director
- Perform additional duties as assigned

QUALIFICATIONS AND EXPERIENCE

- Ability to compose basic correspondence; a solid grasp of spelling, grammar, and syntax
- Ability to accurately type 45 WPM
- Computer experience with Windows Microsoft Office, WordPerfect, Excel
- Ability to use various office equipment – typewriter, fax machine, copier, etc.
- Minimum of 2 years of full-time experience as administrative assistant
- Ability to deal competently and comfortably with a variety of groups especially seniors, volunteers, staff, and participants of different ethnicity, ages, and socio-economic backgrounds
- Flexibility to handle multiple assignments and deadlines
- Ability to work with minimum supervision
- Good organizational skills and work habits
- Knowledge of the Corporation for National & Community Service preferred

SPECIAL REQUIREMENTS

A valid California driver's license, car insurance, and willing to drive on agency business
Fingerprinting/Live Scan will be required

All Peoples Community Center is an equal opportunity employer and adheres to hiring practices in accordance with Federal and State regulations