



Yolo County Housing

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Yolo County Housing Position Announcement

Paid Administrative Assistant Internship Opportunity – Working directly with the Chief Executive Officer, the successful candidate will provide administrative support in the management of grant funds including CDBG. Yolo County Housing (YCH) is seeking a detail oriented, organized individual with an interest in the housing or community development industry to fill this opening immediately. The complete job description is available at www.ych.ca.gov. Interested applicants are required to submit a letter of interest and completed YCH application to Janis Holt, Resource Administrator at jholt@ych.ca.gov. Graduated or current students are encouraged to apply. YCH is an Equal Opportunity Employer.

**ADMINISTRATIVE ASSISTANT TO THE CHIEF EXECUTIVE OFFICER
INTERNSHIP**

**Temporary Part Time
12-16 hours per week
\$12.70 per hour**

This position description identifies the major responsibilities of this paid internship assignment. This position serves as administrative support to the agency's agreement with the County of Yolo to administer grant funding programs including block grants (CDBG). It does not include all aspects of the position assigned by the Chief Executive Officer and may require flexibility for helping the organization's executive management team.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision and takes direction from the Chief Executive Officer or assigned management or supervisory level staff.

ESSENTIAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Provide administrative support in the management of community development block grant funding and other grant programs as assigned.
2. Manage projects with identified outcomes and goals, work plans, timelines, and final reports.
3. Assist in the development of grant applications which may include reviewing requests for proposals, gathering information and statistics, drafting narrative, and working with assigned staff.
4. Work independently as part of the executive management team on special and ongoing projects, which may include planning and coordination of presentations, gathering and disseminating information, coordinating meetings, drafting responses, and other identified milestones of the project.
5. Assist with the organization and coordination of meetings, including making logistical arrangements, preparing and disseminating meeting packets, posting agendas, and following up on board actions.

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6. Type, proofread and process a variety of documents including general correspondence, memos, and statistical charts.
7. Organize meetings and conference calls as requested. Answer phones, take messages and field answers for routine questions.
8. Perform all duties in a safe and conscientious manner following the YCH Injury Illness and Prevention Guidelines, reporting all injuries within 24 hours to your supervisor or member of the management team; reporting any safety concerns to your supervisor, member of the management team, or member of the YCH safety committee.
9. Abide by the YCH Risk Control Policy Statement assuring the highest level of safety and well being of residents, tenants, employees, volunteers and visitors, abiding by all applicable laws and regulations which govern the health and safety of all, and employing risk control methods where feasible to prevent and control losses. Report any observed or reported health, safety, and risk concerns to your supervisor, a member of the management team, or member of the YCH risk control committee.
10. Perform related duties and responsibilities as required and/or assigned.

QUALIFICATIONS

Knowledge of:

- Principles of business letter writing and basic report presentations. Proper grammar, spelling, punctuation, and composition of client and agency letters.
- Office procedures, business mathematics application, computer office equipment and procedures, and statistical recordkeeping methods.
- Basic computer software including web-based applications and Google Business Docs or MSWord, Excel, PowerPoint and Outlook.
- Application of filing, indexing and cross-referencing methods.
- Operation of standard office equipment.
- Principles and procedures of record keeping, reporting, and filing systems.

Ability to:

- Communicate clearly and concisely, both orally and in writing.
- Perform tasks accurately and with attention to detail.

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- Operate a personal computer using various applications and related programs, including standard, as well as proprietary software.
- Deal diplomatically and sensitively with clients, contractors, vendors, other agency representatives, and the general public.
- Respond to requests and inquiries from the public.
- Maintain confidentiality.
- Follow policy and adhere to procedures.
- Learn and interpret pertinent Federal, State, and local codes, laws, and regulations.

Experience and Training Guidelines

Student currently enrolled in a two or four year institution or graduate seeking additional experience.

Physical Demands:

Essential functions require maintaining physical condition necessary for sitting or standing for prolonged periods of time in an office environment. Have hand strength and the manual dexterity to operate keyboard equipment. Must be able to stretch, bend, and lift up to 10 pounds. Reasonable accommodations for physical requirements will be considered and made on a case-by-case basis. Requests for reasonable accommodation can be made to the Resource Administrator.

Special Requirements:

- Current automobile insurance in accordance with California law and, a valid California driver's license, including a driving record acceptable to the YCH insurance company and insurable by YCH insurance carriers is preferred.
- Provide required proof of legal right to work in the United States.

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