



T H E C I L

POSITION DESCRIPTION

POSITION: Office and Projects Assistant
HOURS: up to 20 hours per week
SUPERVISOR: People & Organizational Development Manager
LOCATION: Alameda

Summary: Office and Projects Assistants provide supplemental assistance as needed to various CIL staff members from various CIL programs/departments. Office and Projects Assistant duties can vary from shift to shift and often include clerical duties, reception duties, and outreach duties. Office and Projects Assistants do not provide services directly to consumers but do perform logistical tasks to support staff members who are directly serving consumers. Office and Projects Assistants also provide Reasonable Accommodations to eligible staff members who require accommodation.

Essential Functions:

- Clerical/administrative duties as assigned...such duties may include data entry, copying/collating materials, word processing and formatting of documents, note-taking, and filing.
- Reasonable Accommodations duties...working with and at the direction of a staff member with a disability, Office and Projects Assistants perform tasks that the directing staff member cannot perform due to disability (e.g., file documents for a staff member who cannot access a file cabinet, read hardcopy documents to a staff member who cannot see the document, fax documents for a staff member who cannot access the fax machine).
- Reception...provide occasional relief to the Front Desk Receptionist; greet walk-ins and phone-ins and connect community members to appropriate staff members.
- Outreach duties...disseminate CIL literature (hardcopy and electronic) and information at various forums for purpose of informing community about available CIL services and resources.

Peripheral Functions:

- “Go-fer” duties, such as picking up refreshments for a meeting or going to post office to send a parcel.
- Light cleaning, such as wiping down counters or disposing of refrigerator contents.
- Help coordinate and staff fundraising and celebratory events, which may occur during evenings or weekends.

- Other reasonable duties as assigned by supervisor.

Education and Experience:

- At least six months experience working with people with disabilities.
- High School Diploma/GED

Qualifications:

- Excellent interpersonal and oral communication skills with the ability to maintain confidentiality.
- Flexibility; ability to work with a frequently changing list of projects and staff.
- Above average written communication skills.
- Familiarity with basic office equipment and with MS Word applications.

Physical Demands:

- Sitting for extended periods of time.
- Keyboarding for extended periods of time.
- Ability to safely and comfortably lift 20 pounds.