POSITION TITLE: Administrative Assistant

JOB STATUS: Full-Time (40 hours per week), hourly, temp to permanent

PAY RATE: $22/hour

HOURS: Hours: 9am – 5pm, with some evenings and weekends required
Days: Monday to Friday; some weekends; flexibility is required

REPORTS TO: Operations Manager

About the Mental Health Association of San Francisco (MHASF)
MHASF is a mental health peer-run nonprofit located in downtown San Francisco and serving people and agencies across the Bay Area since 1947. As mental health consumers ourselves, we center the lived expertise of people with mental health challenges in our advocacy, education, and support programs, and believe that dignity and recovery in mental health are something everyone can experience. Our staff is dedicated to creating spaces for learning and healing around stigmatized and under-resourced areas in mental health—hoarding and cluttering behavior, peer employment support, mental health & nutrition, community-based crisis response, and more. MHASF strongly encourages people with lived experience of mental health challenges to apply and grow with us!

OVERVIEW OF POSITION:
The Administrative Assistant position will perform a wide variety of responsibilities that will be general office support and administrative functions of the organization. The assistant is expected to be very knowledgeable in technical functions to provide support in administrative, accounting, and office management. The 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.

TOP 3 RESPONSIBILITIES:
• Provide clerical and administrative support to staff by assisting with day to day operations
• Assist our recruiters to source candidates and update our Formstack database and other informational databases
• Maintain confidentiality and act as the liaison between Operations and employees, ensuring smooth communication and prompt resolution of requests and questions

ADDITIONAL RESPONSIBILITIES:
• Compile and update employee records (electronic, hard and soft copies) in MHASF databases
• Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations, etc.)
• Coordinate projects (meetings, training, surveys etc.) and take minutes
• Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc.)
• Properly assist in handling complaints and grievance procedures in accord with MHASF Employee Handbook
• Coordinate communication with candidates and schedule interviews
• Assist in conducting initial orientation to newly hired employees

The mission of MHASF is to cultivate peer leadership, build community, and advance social justice in mental health.
870 Market St., Suite 928, San Francisco, CA 94102 • Phone: (415) 421-2926 • http://mentalhealthsf.org
The mission of MHASF is to cultivate peer leadership, build community, and advance social justice in mental health.

870 Market St., Suite 928, San Francisco, CA 94102 • Phone: (415) 421-2926 • http://mentalhealthsf.org