



# CAREER OPPORTUNITY

POSITION TITLE	ADMINISTRATIVE ASSISTANT	
DEPARTMENT	CORPSMEMBER DEVELOPMENT-YOHS	
REPORTS TO	PROGRAM MANAGER	
FLSA STATUS	FULL-TIME/NON-EXEMPT	
RECRUITMENT FOCUS	INTERNAL AND EXTERNAL APPLICANTS	
POSTING DATE:	INTERNAL CLOSING:	EXTERNAL CLOSING:
4/8/08	OPEN UNTIL FILLED	OPEN UNTIL FILLED

## ORGANIZATION SUMMARY

The LA Conservation Corps (the Corps) is a private, non-profit organization that has been helping at-risk young people develop themselves since 1986. To date, more than 20,000 young people have participated in the Corps classes and service projects, learning new skills while contributing to the quality of life for all of us in the greater Los Angeles area.

## POSITION SUMMARY

The administrative assistant implements the mission of L.A. Conservation Corps by using his or her technical skills to provide and maintain a well-organized atmosphere in the school, thus allowing staff to better assist students in achieving their education goals. Other duties may be assigned, as needed.

## ESSENTIAL FUNCTIONS

- Responsible for taking and compiling an accurate record of student attendance on a daily basis. Weekly attendance reports are to be generated for the school.
- Assist the school dean in calling the homes of absent/truant students to follow up on why they missed school.
- Monitor staff attendance and informs the charter school via email when any charter school staff are absent.
- Maintain student files by creating new files for incoming students and updating files for continuing students.
- Ensure that files are complete as required by both the LA Conservation Corps and the charter school.
- Process disciplinary action forms and file in student records. Have completed required school forms and place in student files.
- Collect previous transcripts from all new incoming students. Assist students in the acquisition of their previous transcripts by contacting previous schools and requesting transcripts. Update current students' transcripts at the close of each trimester by inputting completed classes and grades.
- Create progress report and report card templates for each student.
- Collect receipts for all credit card purchases and maintain purchase log of all purchases, to be submitted monthly to LA Conservation Corps and the charter school.
- Provide a front office paperwork resource for the school by creating new student orientation packets, making copies for teachers of requested items on a daily basis, tracking student activities and compiling data onto required reporting formats, collecting field trip slips, etc.
- Maintain informal inventory of supplies and re-order as needed; work with teachers and other staff to order books and other materials as needed; purchase miscellaneous items such as food for Open House events, etc.
- Assist teachers in administering tests, grading papers, or covering classes; be able to facilitate a daily period of computer lab work for students or something similar (e.g., tutoring, careers class, etc.) as

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needed.

- Monitor equipment (e.g., copy machine, fax machine, computers, water cooler, etc.) to ensure that they are working properly; contact companies to have equipment fixed as needed.
- Collect monthly timesheets and ensure that they get submitted to LA Corps administrative office and/or the charter school administrative office by required deadlines; drive to administrative offices to deliver and/or pick up items as requested (e.g., paychecks, ingoing/outgoing mail, etc.).
- Provide assistance to education manager as needed and as requested; provide coverage in the education office; serve a centralized source of communication between program needs and the education manager, etc.
- Assist staff and students in following policies and procedures
- Process disciplinary action forms and leave requests
- Attend and participate in education staff meetings and other meetings as directed by the education manager.
- Assist at special events and on special occasions
- Answer in-coming calls and pass on messages
- Provide regular reports as requested

### PROFICIENCIES/SUCCESS FACTORS

- Provides supervision, training, development, safeguards and serves as a mentor and good role model.
- Organizing and Planning– Ability to structure tasks, establish priorities and set goals
- Demonstrate a high level of professionalism and work ethics
- Interpersonal - Demonstrate sensitivity, understanding and the ability to effectively interact with individuals (internal and external) from diverse cultural, socioeconomic, disability and ethnic backgrounds
- Demonstrate excellent communication skills (oral and written). Characterized by actively listening and ensuring respectful two-communication interactions
- Demonstrate a high level of accountability, responsibility and dependability
- Demonstrate a positive attitude, self-discipline, and self-awareness
- Demonstrate excellent analytical skills – characterized by identifying, assimilating and comprehending the critical elements of various situations; extract and interpret implications of courses of action
- Demonstrate teamwork through cooperation and collaboration with others

### MINIMUM REQUIREMENTS/QUALIFICATIONS

- Supervisory, project management and logistics skills necessary to fulfill position responsibilities.
- Ability to work with diverse populations and motivate young adults to meet program goals.
- Competent level of computer skills (Microsoft Office Environment) and the ability to complete the necessary reports.
- Demonstrates the oral and written communication skills necessary to prepare concise, logical, grammatically correct documents and presentations.
- Organizing and Planning – Ability to structure tasks, establish priorities and set goals.
- Interpersonal – Demonstrate, sensitivity, understanding, and the ability to effectively interact with individuals (internal and external) from diverse cultural, socioeconomic, disability, and ethnic backgrounds.
- Demonstrates the ability to perform the physical requirements of the job, as well as train others.
- Ability to perform community outreach and education in schools and to community groups as well as provide presentations and instruction to other to promote environmental awareness.



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## EXPERIENCE/EDUCATION

- High School Diploma or equivalency is required. .
- Minimum of 6 months experience working in an office setting with duties comparable to this position.
- Proficiency in using tools appropriate for various work projects.
- Bilingual (English/Spanish) highly desirable.
- General knowledge of horticulture highly desirable.
- Any combination of experience and/or education that will produce the desired outcome.

## OTHER REQUIREMENTS

- Pass a post-offer drug/alcohol screen test before commencing employment (required to submit for the drug/alcohol screening at a company designated facility). **“REQUIRED”**
- California Class C Driver’s License, validation of driving record for commercial policy insurability per the requirements of the state of California. **“REQUIRED”**
- If a private vehicle is utilized for company purposes validation of a California Class C Driver’s License, validation of driving record for commercial policy insurability is required in conjunction with proof of personal minimum liability insurance coverage per the requirements of the state of California. **“REQUIRED”**
- California Class B Driver’s License, validation of driving record for commercial policy insurability per the requirements of the state of California. If you do not currently possess a California Class B Driver’s License you will have 90 days from the effective date of acquiring this position to secure a Class B Driver’s License. **“ NOT REQUIRED”**
- Standard multi-media first aid certification. If you do not currently possess a standard multi-media first aid certification, you will have 90 days from the effective date of acquiring this position to secure a multi-media certification. **“NOT REQUIRED”**
- Pass a post-offer Live Scan/fingerprint clearance (Department of Justice) before commencing employment (required to report to a company designated facility). **“NOT REQUIRED”**
- Current TB skin clearance and fingerprint clearance. **“REQUIRED”**

## WORK SCHEDULE

Monday through Friday 7:30 a.m. to 4:00 p.m. (a minimum of 40 hours per week)

Also, due to the demands of service, hours and days of work may vary including some weekends, and earlier or later hours of work.



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## SALARY AND BENEFITS

- Salary \$10.50-\$16.12 hourly (reflects the entire salary range). A starting hourly rate higher than \$10.50 per hour is based on a level of experience and education that significantly exceeds the minimum requirements.
- Medical, Dental, Vision and Retirement Benefits
- Vacation, Sick and Personal Holiday Benefits

## INTERNAL CANDIDATE PROCEDURE

Internal applicants must review the Transfers/Promotions guidelines and should complete a LA Conservation Corps Transfer/Promotion Career Opportunity Application within three (3) working days of the "Posting Date." This information can be requested from the Human Resources Department. The internal application should be submitted to Human Resources by the Internal Closing Date.

Promotions - Internal Candidates will receive a 7% promotional increase or be brought to the minimum of the range, whichever is more. Lateral transfers will receive no increase in salary at the time of the lateral transfer.

## APPLICATION PROCEDURE

Complete an application or send a resume to: LA Conservation Corps/ Attn: Human Resources, Post Office Box 15868, Los Angeles, CA 90015 or Fax: 213.362.7958 or e-mail: [jobs@lacorps.org](mailto:jobs@lacorps.org)

If a resume is sent, you will be requested to complete an application at a later date if you are chosen for an interview. Based upon a review of your application and supportive information, applicants will be considered for the interview portion. The interview will cover education and experience requirements.

LA Conservation corps  
Equal opportunity employer m/f/v/d  
[www.lacorps.org](http://www.lacorps.org)