



## **Southern Arizona's Premier Social Service Agency**

Old Pueblo Community Services is an EOE/M/F/VET/DISABILITY Employer

### **Administrative Assistant**

*Monday-Friday 1:00pm-5:00pm*

Employment Services Homeless Work Program

The Administrative Assistant will provide the Employment Services Department with assistance with a variety of administrative tasks to include processing participant paperwork and completing data tracking to support the Homeless Work Program. The Homeless Work Program is designed to reduce barriers to employment for those that are homeless by providing casual contractual labor, with cash payment for the day of work, and immediate access to supportive services.

### **Employee Benefits**

Competitive Salary, Employer Matching 401 (k) plan (after 1 year), Employer Paid Training, Paid Time Off (PTO) based on hours worked.

***Selected by the Tucson Metro Chamber of Commerce as the best non-profit for Workforce Development in 2019, and Outstanding Non-profit in 2014.***

### **Duties and Responsibilities:**

1. Responsible for receiving and processing daily Homeless Work Program (HWP) HMIS, ROI, Program Packets, scanning, and submitting documents to the QM Department & Employment Service Manager.
2. Responsible for updating HWP Financial and HMIS Trackers and generating them to HWP Specialist & Employment Service Manager Daily.
3. Responsible for collecting, organizing, and submitting weekly HWP Survey's to QM Department.
4. Responsible for updating HWP trackers.
5. Responsible for collecting, organizing, and entering Resources Referrals into tracker daily.
6. Responsible for collecting, organizing, and scanning Program Packets into database daily.
7. Responsible for printing, stocking, and providing blank Resources Referrals, HMIS Documents, Program Surveys, ROIs, Program Packets, and Resource Guides HWP Specialist Documentation Trays.
8. Responsible for collecting and processing all Employment Services Department Vehicle mileage documents monthly.
9. Assist and Support HWP Program with all other duties as assigned.

### **Qualifications:**

High school diploma or equivalent with two years related administrative experience. Excellence verbal and written communication, administrative, organizational, and interpersonal skills. Able to handle sensitive information with discretion and maintain confidential information. Superior time management skills and the ability to multi-task. Advanced Microsoft Office skills required (Word, Outlook, Excel, PowerPoint). Technical skills with office equipment. American Sign Language or Spanish speaking/writing a plus.

Job Status  
Part-Time

Pay Rate  
\$15.46 - \$18.15

Pay Comments  
Salary based on experience.

***We are willing to train those who are passionate about helping people and willing to go the extra mile to help the client.***

Mail Resume/Application to:

Ms. Jeanie Pike  
HR Director  
Old Pueblo Community  
Services  
4501 E. 5<sup>th</sup> St.  
Tucson, AZ 85711

Email Resume/Application to:  
[hr@helptucson.org](mailto:hr@helptucson.org)



Employment References, drug screen and background check is conducted pre-employment.