

## BAYSIDE OFFICE ADMINISTRATIVE ASSISTANT

### Position Overview:

- Position Title: Office Admin Assistant
- Position Start Date: August 16, 2025
- Rate of Pay: \$25.00 / hr starting rate

### Schedule and Salary:

The Office Admin Assistant will work M-F from 8:00am-3:00pm with a 30-minute break from 12:00-12:30pm. The position will work **32.5 hours per week** at a starting salary of \$25.00/hour.

### Major Responsibilities:

- Manage and operate the front desk, lobby, and community room (welcoming clients, answering the phone; manage [baysideinfo@baysidecc.org](mailto:baysideinfo@baysidecc.org) email; decorate the office for gatherings and holidays, etc.)
- Prepare for and open the office in the morning. Clean and close down the office in the afternoon.
- Inventory the office. Work with the Director of Programs and Operations to purchase all necessary equipment and supplies for the office and programs.
- Serve as Volunteer Coordinator until further notice. Field and respond to all Volunteer inquiries, including securing their application and interest forms. Establish connection between prospective volunteers and the respective program director or manager.
- Support Administrative Staff (Accounting, Development, and Communications). This may include completing as needed and filing and organizing organizational documents (e.g., payroll, HR files, expense report), supporting End of Year tax letters (e.g., drafting, printing, and mailing), sending thank you letters to donors, and managing Bayside's online photo storage folders to properly store photos for long-term use.

### Mandatory Qualifications:

- Bilingual in English and Spanish or Vietnamese
- Extremely organized, takes initiative, kind, approachable, and community-oriented
- Proficient in using Microsoft Office (Word, Excel, etc.), Google Suite

### Applying Process:

- Email CV to [gcastillo@baysidecc.org](mailto:gcastillo@baysidecc.org)
- First interview: 15 min phone interview, Second interview: In person interview.

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