



JOB ANNOUNCEMENT

Office Assistant

Who we are

The East Palo Alto Community Alliance and Neighborhood Development Organization (EPACANDO), a community-based, member-controlled non-profit, was chartered to advance “progress” on the community’s own terms, to assure that community members are the primary beneficiaries of that progress, and that residents who committed themselves to community well-being can thrive in place, and do. Since its inception in 1990, EPACANDO has developed 350 permanently affordable rental homes and helped over 3,500 low-income residents gain or retain homeownership.

What we do

As mentioned above, we develop permanently affordable housing here in EPA, and we offer housing-related counseling. This year we are launching or expanding two programs, one to help low-income homeowners build or install *accessory dwelling units* (ADUs) to help meet local needs for housing, the other to oversee and expand *permanently affordable homeownership* opportunities.

Two job openings

To accomplish this, we need an Operations Manager and Office Assistant we can rely on. Both positions have growth potential within the organization.

Office Assistant

Supports our clients and team with a variety of office tasks in a friendly, efficient manner.

Job Duties

- Receive & greet visitors, determine nature of their visit and notifies appropriate staff members
- Answer and transfer telephone calls using multiple-line equipment
- Maintain sign-in log and call log
- Confidential client intake
- Enter data in to spreadsheets and online applications
- Perform routine clerical duties such as:
 - Maintain corporate and project filing
 - Produce and distribute memos, letters and forms
 - Open, Sort & distribute the mail
 - Photocopy, scan and print out documents
 - Maintain contact lists
 - Straighten up front lobby area, water plants
 - Organize and schedule meetings, appointments, conference and video calls
- Coordinate with others to ensure compliance with established policies
- Assist in the preparation of regularly scheduled reports
- Ensure operation of office equipment through preventive maintenance and calling for repairs
- Maintain office supplies by checking stock, anticipating needs and ordering



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- Handle sensitive information in a confidential manner
- Receive rent payments
- Suggest ways to improve office procedures

Essential Qualifications

- Proven experience as an office assistant or another relevant role, at last three years preferred
- Understanding of office management procedures
- Excellent organizational and time management skills
- Analytical abilities and aptitude in problem-solving
- Excellent written and verbal communication skills
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail
- Strong organizational and planning skills
- Proficient in MS Word, Excel, Powerpoint; demonstrate intermediate level
- High school diploma or equivalent

Additional Qualifications

- Multi-lingual, especially Spanish
- Bookkeeping, knows Quickbooks
- Maintaining an effective social media presence
- Updating web pages
- Proofreading, editing
- Software: G-suite, Wordpress, ArcGIS, QuickBooks, Salesforce or equivalents
- East Palo Alto resident, ideally long-term

To Apply: Please send a cover letter and resume to: Anna Turner, Project Coordinator, at aturner@epacando.org. Upon receipt, we will send you a confirmation by email. If you don't hear back within two days, please follow up via email and/or phone.

Deadline: No deadline, position will be open until filled

Salary: Negotiable, commensurate with experience; \$17/hour to \$23/hour .

Benefits: Paid time off, medical, dental and vision insurance

Status: Office Assistant position is FSLA non-exempt (hourly)

Location: 2369 University Avenue, East Palo Alto, CA 94303

Website: www.epacando.org

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