

Operations Assistant I

Reports to: Executive Director

Job Status: Non-exempt, part-time (temporary)



JOB DESCRIPTION

Summary

The primary focus of the Operations Assistant is to support First 5's activities by ensuring efficient, responsive, accurate and timely business processes. She/he will support the work of the Executive Director and support a multitude of general operations and projects. This position provides critical administrative support for the public First 5 Commission meetings and works with the Controller and Executive Director to ensure compliance with State compliance regulations and the Brown Act. Additionally, the position enhances the organization's impact by supporting all administrative and programmatic needs.

Essential Duties & Responsibilities

Duties may include but are not limited to the following:

Office & Records Management

- Maintain orderly filing systems, both electronic and hard copy
- Support events and trainings through room setup, refreshments, scheduling rooms, etc.
- Interface with administration, safety, facilities, and IT staff
- Organize and maintain administrative policies, procedures, spreadsheets, databases, and forms

Support to Executive Director & First 5 Commission

- Assist Executive Director with specific requests for information and administrative support
- Assist Executive Director and Administrative staff with preparing for and hosting First 5 Commission meetings
- Assist Executive Director and Program Director with programmatic needs

Required Experience & Education

- Two years of workplace experience interacting with a broad array of individuals across cultures, agencies, private citizens, public officials, professionals and volunteers preferred
- Bilingual/fluent (written and spoken) in Spanish and English preferred

Required Knowledge, Skills & Abilities

- Uses leading practices in administrative support, office methods, developing and following efficient and streamlines practices and procedures
- Proficient with data entry and electronic filing and tracking of documents
- Extreme attention to detail and accuracy, while also seeing the "big picture"
- Effectively communicates in both oral and written forms
- Works well in collaborative environments

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- Ability to plan, organize and prioritize own work to meet deadlines and accomplish assigned tasks within established timelines including maintaining accurate records and files
- Ability to maintain an orderly work environment
- Performs tasks in an efficient, prescribed, and safe manner
- Flexible, self-reflective and receptive to change
- Sense of humor

Physical Requirements

- Regularly required to talk and hear, stand, walk, bend, kneel, and crouch
- Work is occasionally physical, requiring setting up for meetings, lifting or carrying cumbersome materials of up to 25 pounds, e.g., easels, flip charts, refreshments, brochures, etc.
- Use Physical requirements spreadsheet for assistance

Work Environment

- This job primarily operates in a professional office environment
- Occasional travel within San Benito County
- Possession of a valid California Driver's License and appropriate insurance

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Job Posting - Closing Date

Please submit resumes and applicable qualifications to Sarah Beatie at sarah@first5sb.com on or before May 17, 2025, for review.