



# Alliance for Housing and Healing

## **POSITION SUMMARY:**

Alliance's mission is to provide essential housing and supportive services to people living in poverty with HIV/AIDS or other challenging health conditions. Our priority is in strengthening the safety net in Los Angeles County (LAC) for people caught in the downward spiral of chronic disease, hunger and homelessness. Alliance provides a housing continuum of care for men, women, children, and families living with HIV/AIDS. Because in Alliance we believe in a world in which hope is restored and lives are saved through homes, help, and healing. For more information, please visit us at [alliancehh.org](http://alliancehh.org)

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***We offer great benefits, competitive pay, and great working environment!***

*We offer:*

- *Medical Insurance*
- *Dental Insurance (no cost for employee)*
- *Vision Insurance (no cost for employee)*
- *Long Term Disability*
- *Group Term Life and AD&D Insurance*
- *Employee Assistance Program*
- *Flexible Spending Accounts*
- *10 Paid Holidays*
- *5 Personal Days*
- *10 Vacation Days*
- *12 Sick Days*
- *Metro reimbursement or free parking*
- *Employer Matched 403b Retirement Plan*

***This is a great opportunity to make a difference!***

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## **POSITION SUMMARY:**

The Program Assistant is responsible for providing clerical and organizational support to the South Bay Regional Office and performs all duties in accordance with the organizations policies and procedures.

## **RESPONSIBILITIES:**

- Serve clients and visitors by greeting, welcoming in a professional manner, and directing them appropriately. Answer and address incoming phone calls in a timely and polite manner.
- Inform visitors by answering or referring inquiries.

- Determine visitor needs in a professional manner. Provide clerical support including, but not limited to, filing documents accurately, maintaining equipment and reporting any malfunctions
- Performs inventory of office supplies and orders what is needed according to office protocol.
- Maintain an attentive posture.
- Represent organization in an ethical and professional manner
- Inform prospective clients of the full range of services available within the region.
- Effectively communicate and consult with the team to ensure timely follow up.
- Facilitate meetings; including setting agenda items; record and transcribe minutes and meeting notifications.
- Perform data entry into various database systems.
- Receive deliveries, sort and route incoming mail and prepare and deliver outgoing mail.
- Assume other responsibilities as assigned.

### **QUALIFICATIONS**

- High School diploma or GED equivalent required; College degree in related field preferred.
- Successful work experience in a front office setting or in another clerical position.
- One-year prior experience in a social work environment working with clients, preferred.
- Fluency in the English language is required. Fluency in Spanish is preferred.
- Effective communication skills, both verbal and written.
- Sensitivity to cultural and socioeconomic characteristics of population served.
- Well-organized and detail-oriented with the ability to manage multiple projects.
- The ability to work collaboratively with other personnel and or service providers or professionals.
- Ability to work both independently and as part of a team.
- Working knowledge of Microsoft Office and comfortable working with various database platforms.

### **SPECIAL REQUIREMENTS:**

- Must possess a valid California drivers license; proof of auto liability insurance; and have the use of a personal vehicle for work related purposes. Note that this position travels within all of LA County.

### **WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**

This is primarily an office position that requires only occasional bending, reaching, stooping, lifting and moving of office materials weighing 25 pounds or less. The position requires daily use of a personal computer and requires entering, viewing, and revising text and graphics on the computer terminal and on paper.

COVID-19 Vaccination or Medical/ Religious Exemption required.

Equal Opportunity Employer: minority/female/disability/veteran.

Visit our website at [www.alliancehh.org](http://www.alliancehh.org) to apply or click the link below:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=69962&clientkey=E99635ED152FDE810FA3612431855AA6&jpt=c3f9ae3c977ed5930b45485cd9116578>