



Job Announcement

Administrative Assistant

Subsidy Program

Position Type:

Full-Time

Days:

Monday – Friday
(Occ Weekends)

Hours:

8:30 AM – 5:30 PM
(Occ Evenings)

Open To:

Internal & External

Department:

Administration

Reports to:

Operations Manager

Management:

No

Position Status:

Non-exempt

Salary:

\$19.34 Hourly

Benefits:

- Medical
- Dental
- Vision
- 403(b)
- Aflac
- Life/ADD
- LTD
- FSA

Date Updated:

12/9/2021

Do you have a desire to work with an organization whose goal and passion is to serve the community they represent? Are you an efficient independent multitasker who enjoys working on a variety of activities and projects? This may be the position you've been waiting for.

WHO WE ARE:

Solano Family & Children's Services promotes and advocates for the well-being of children, their families and child care providers, by offering access to a variety of child care resources. We hire individuals who have a strong work ethic and are looking for a career that supports our mission and impact in Solano County.

WHAT YOU'LL DO:

The Administrative Assistant will provide advanced administrative support to the Subsidy Program Managers and Supervisors. Collect, organize, and process data as needed for tracking and reporting requirements. Generate reports both manually and using a database. Assist in creating documents and forms used by the subsidy program. Assist in processing program mailings. Document minutes for subsidy department meetings.

OUR IDEAL CANDIDATE:

The ideal candidate is an organized, independent multitasker with strong skills in customer service, communication, organization, and multi-tasking who works well under pressure.

- Two years office experience as administrative assistant, clerical assistant or similar position.
- Proven record of the ability to multitask and to complete assigned projects timely, efficiently and independently.
- High School diploma or G.E.D. OR equivalent combination of education and experience.

WHAT ELSE YOU SHOULD KNOW:

Drug screen and background check required after offer of position. Full job description is available on our website at www.solanofamily.org or request via email at kparkham@solanofamily.org. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Application Information

Job Description
Communications Specialist

Page 2 of 2

To Obtain an Application:	Application Submission:	Additional Information:
<ul style="list-style-type: none">• Visit our website at www.solanofamily.org• Request via email at kparkham@solanofamily.org• Call the Job Hotline at (707) 863-3950 option 7• Visit our office at 421 Executive Court North, Fairfield, CA 94534	<p>An agency application must be completed and submitted to:</p> <p>Solano Family & Children's Services Attn: Human Resources 421 Executive Court North Fairfield, CA 94534</p> <p>Or emailed to: kparkham@solanofamily.org</p>	<ul style="list-style-type: none">• Only the candidates who meet the job requirements will be invited to test and interview• Employment is conditional pending satisfactory results of all requirements• The position requires a pre-employment (post-job-offer) agency-paid drug screen, TB clearance and criminal background check

An Equal Employment Opportunity Employer M/F/B/D/V