



3800 Coolidge Avenue ♦ Oakland, California 94602-3399 ♦ 510-482-2244

A century of serving children

**Administrative Program Specialist – Part-time: 30 hours per week
Oakland, California**

Who We Are:

For more than a century, Fred Finch Youth Center has served youth and their families in the East Bay. Today we also serve communities on the peninsula, in Solano County and San Diego County. Our clients include children, adolescents, and young adults who face varied and often multiple challenges. Many are transitioning from foster care into the adult world. Many have an emotional disturbance or mental illness. Some have both a mental illness and a developmental disability. All are economically impoverished. Most have experienced, abuse, neglect, trauma or lack of adequate health care or educational resources. To enhance the strengths and assist with the challenges of each individual, we provide a wide variety of services in several types of settings: specialty residential treatment; special education; vocational services; transitional housing; individual, group and family therapy and counseling. Services are provided in the community, in schools, in homes and at our sites.

Position Summary:

The Program Specialist is responsible for overall management of all administrative office procedures for the program(s) designated. The Program Specialist will process, maintain, and archive all client records, as well as maintain many complex systems and calendars. Furthermore, the Program Specialist is responsible for ensuring all client sensitive information is kept safeguarded at all times. The Program Specialist must also interact with all staff, clients, and guests in a personable, professional, and helpful manner.

Qualifications:

1. Minimum of 2-3 years in an administrative position.
2. BA (or year for year experience replacement in lieu of BA) and equivalence of experience required.
3. Proven computer proficiency in Microsoft Word, Excel, and Access.
4. Ability to travel, approximately 25% of position.
5. Ability to Multi-task, Superb Attention to Detail, Must possess strong organizational skills, Self Motivated, ability to work with little supervision.
6. Excellent organizational skills, ability to work cooperatively and congenially with other employees, flexible, meet deadlines, and good attention to detail skills required.

How to Apply:

Please apply to this link: <https://home.eease.com/recruit/?id=497037>

To ensure proper routing of your application, **please specify the position for which you are applying.**

Compensation

Starting hourly rate: \$14.75 per hour (DOE) PLUS BENEFITS - to include medical, dental, vision, retirement / 401(k) plan, paid life insurance, paid time off, employee assistance program, flexible spending account, and supplemental insurance.

EEO/AA

FFYC is proud to be an equal opportunity employer; all applicants will be given full consideration under state, local, and federal law.

Visit our website at www.fredfinch.org. This is at a non-profit organization.

No relocation assistance available.