



Position: Department Assistant
Program: Triangle Square Apartments
Department: Seniors Services Department
Reports to: Deputy Director, Seniors Services
Salary: \$14.25 per hour
Status: 100%, Full-time, Non-Exempt, Union
Probation: 90 Days
Benefits: Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance Program, and a 403B retirement plan

JOB SUMMARY: Reporting to the Deputy Director, the Department Assistant will provide general operational and administrative support for the Seniors Services Department located at the Triangle Square Apartments.

ESSENTIAL FUNCTIONS:

- 1) Provide general operational and administrative support for the department, including appropriate functions related to the efficient, professional operation of the office;
- 2) Prepare and respond to correspondence, and coordinate departmental mail distribution;
- 3) Provide data entry and database management including data entry and scanning;
- 4) Assist in monitoring departmental expenditures, including reconciling accounts payable; prepare and track all supplies orders; and maintain all supplies inventory and office equipment;
- 5) Provide calendar, logistical, and administrative support to the department as required;
- 6) Organize and maintain departmental materials and files;
- 7) Coordinate substantial monthly mailings and delivery of materials to residents;
- 8) Post weekly lunch menus, schedule and serve lunches;
- 9) Maintain monthly RSVP lists and correspondence with members regarding monthly activities;
- 10) Assist with information requests and referrals from all sources;
- 11) Assist with LGBT senior issues research as needed;
- 12) Assist in the planning of departmental activities as needed;
- 13) Set-up and breakdown of community room(s) for all activities;
- 14) Other duties as assigned;

JOB QUALIFICATIONS AND EXPERIENCE:

- 1) Knowledge of or experience working with the LGBTQ community and familiarity with issues of particular relevance to LGBTQ people;
- 2) A passion for the Center's work and its mission to make the world a better place for LGBTQ people;
- 3) Minimum 1-3 years of general office experience;
- 4) Excellent verbal and written communication skills, as well as strong organizational, interpersonal, research, and time management skills. Superior attention to detail;
- 5) Superior computer skills including word processing and database operations;
- 6) Self-motivated, energetic, flexible and able to work in a team environment;
- 7) Demonstrated ability to be compassionate and patient with older adult population in a residential setting;
- 8) Ability to work under direct and general supervision;
- 9) Demonstrated ability to manage multiple tasks in a fast-paced environment;
- 10) Demonstrated ability to work discreetly and professionally with confidential materials;
- 11) Familiarity with aging and issues impacting LGBT seniors, a plus;
- 12) Access to reliable transportation and the ability to be insured;
- 13) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, gender expression, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment.

E-mail cover letter and resume as an attachment to jobs@lalgbtcenter.org website: www.lalgbtcenter.org

Or submit cover letter with application/resume to:

Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.