



Job Description

Job Title: Office Clerk
Reports to: Executive Director

Status: Part-time, Hourly

Position Summary:

The Office Clerk will work with the Executive Director and Managers in managing day-to-day program and operations. Under supervision, this position will provide responsible administrative, secretarial and program support to LAEF. LAEF is committed to providing the right candidate with increasing responsibility and professional development opportunities.

Essential Functions:

1. Provide high quality customer service to all LAEF stakeholders. Communicate full knowledge of LAEF operations and programs.
2. Answer mail, email, voicemails, phone calls and social media messages.
3. Filing, registration processing, envelope stuffing and mailing, and completing necessary forms. Provide receipts upon request.
4. Draft, print, and distribute promotional materials and other communication to LAEF stakeholders and the public.
5. Responsible for office organization, supply inventory and curriculum inventory.
6. Creating necessary reports regarding facilities use and program enrollment rosters.
7. Assists the Executive Director and Managers.

Qualifications:

- High School Diploma required; AA degree or higher preferred
- Must have excellent communication and interpersonal skills
- Computer skills necessary: Microsoft Office Suite, Google Suite, web-based software, general internet skills
- Proven Customer Service skills with at least 2 years of related experience
- Attention to detail and organizational skills; problem solving skills and being a self-starter
- Passion for education and a commitment to LAEF's mission and vision
- Valid California driver's license
- Available to **occasionally** work in the evenings, on weekends, and over the summer

Compensation: \$20 per hour with **afternoon** hours ranging from 17-20 hours per week, Monday-Friday. Hours will largely reflect the Los Al USD school calendar with few/no assigned hours during school holidays and summer break. Sick and holiday hours commensurate with scheduled time. Option to participate in LAEF 403B retirement savings program with matching. Free LAEF classes for children/grandchildren.

Work Location: The LAEF office is located at the Los Alamitos Unified School District Office at 10293 Bloomfield Street, Los Alamitos. Work site may vary throughout Los Alamitos USD boundaries, special event locations, and occasionally include areas in surrounding cities.

Application Procedure: Email resume, cover letter, and a letter of recommendation to Executive Director Carrie Logue at clogue@LAEF4Kids.org through 7/15/24. Those considered for employment will need to participate in a background check.

Physical Demands of Working Conditions: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Non-inclusive Clause: This position description is not intended to be all inclusive. It is understood that the employee will also perform other reasonable business duties and will be responsible for the implementation of the policies, procedures and standards established by the Board of Directors. Position descriptions are reviewed periodically and may be revised at the discretion of management. This position description is not a written or implied contract.

Please note: LAEF's Office Clerk will be an employee of LAEF, not Los Alamitos USD, and will not receive payment into CALSTRS or PERS.

LAEF is committed to providing equal employment opportunities to all qualified individuals regardless of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.