

CALIFORNIA NETWORK of MENTAL HEALTH CLIENTS

2012 - 19th Street, Suite 100, Sacramento, California 95818

(916) 443-3232 ■ (800) 626-7447 ■ Fax: (916) 443-4089 ■ cnmhcjobs2011@gmail.com ■

www.californiaclients.org

From the Desk of Perry Two Feathers Tripp, Acting Executive Director

JOB ANNOUNCEMENT

Office Assistant

The California Network of Mental Health Clients is a private, non-profit organization that is a client/consumer run and driven organization. We are dedicated to the client consumer peer support and recovery movement of California and are seeking suitable individuals to work with our team

DUTIES AND RESPONSIBILITIES

The Office Assistant will maintain the office environment by answering phones, filing, and performing special projects such as direct mailing, proofreading and editing and other office related work. The Office Assistant will be responsible for the updating the membership.

1. Database Entry:

- Input membership gifts into *Access* database, make routine address changes
- Prepare thank-you letters (new members, memorials, etc.)
- Prepare mailing lists, labels and donor reports for newsletters, Annual Report, special events and as otherwise required.

2. Membership Development:

- Assist with development and implementation of direct marketing solicitations and membership mailings

3. Office Management:

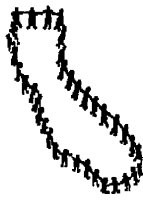
- Maintain office filing and storage systems.
- Keep filing/document management system for electronic and paper documents organized
- Monitor and order office supplies.
- Distribute/file all incoming mail.
- Perform errands that assist daily functions: post office, etc.
- General reception duties. Return calls as appropriate, usually per request.

4. Staff Assistance:

- Research, typing, correspondence, faxes, and filing.
- Prepare Board Manuals for new Board Members and annually update manuals for continuing Director
- Keep updated Board contact list and assist with Board mailings

5. Communications:

- Maintain up-to-date contact list



CALIFORNIA NETWORK of MENTAL HEALTH CLIENTS

2012 - 19th Street, Suite 100, Sacramento, California 95818

(916) 443-3232 ■ (800) 626-7447 ■ Fax: (916) 443-4089 ■ cnmhcjobs2011@gmail.com ■

www.californiaclients.org

From the Desk of Perry Two Feathers Tripp, Acting Executive Director

- Assist with production of Annual Report, newsletters, and other publications

6. Event planning and implementation:

- Assist with creation of flyers
- Assist at events, including setting up, breaking down and other tasks as needed
- Perform clerical duties for events

QUALIFICATIONS AND SKILLS:

- Previous experience in an office setting required
- Experienced administrative professional who is dependable and highly organized with business maturity, discretion, enthusiasm, and a positive attitude
- Technologically literate with strong computer skills including familiarity with Microsoft Word and Excel and other commonly used software. Access Database skills would be a plus.
- Good internet skills, including use of e-mail programs and group messaging
- Good organizational skills and record keeping (attention to detail is critical)
- Cheerful presence and people skills
- Good oral and written communication skills
- Self starter who can work independently
- Skill in establishing priorities and managing workload
- Ability to follow directions

Salary Range

Hourly Rate: \$10 - \$12 per hour, 15-20 Hours per week

Vacation, Sick, and Full Health Benefits included part time

Application Directions

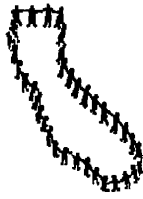
Please submit cover letter, resume, references, and writing sample by Decembe27, 2011

Mail to: California Network of Mental Health Clients (CNMHC)
2012 19th Street, Suite 100
Sacramento, CA 95818

Or E-mail: cnmhcjobs2011@gmail.com

Or Fax: 916-443-4089

Call 1-800-626-7447 for more information



CALIFORNIA NETWORK
of MENTAL HEALTH CLIENTS

2012 - 19th Street, Suite 100, Sacramento, California 95818

(916) 443-3232 ■ (800) 626-7447 ■ Fax: (916) 443-4089 ■ cnmhcjobs2011@gmail.com ■

www.californiaclients.org

From the Desk of Perry Two Feathers Tripp, Acting Executive Director

The CNMHC does not discriminate on the basis of political or religious affiliation, or because of race, sex, national origin, sexual preference, disability, age or marital status, in regard to all phases of employment and services including recruitment, selection, appointment, and training.