



## **Administrative Assistant**

### **Pierce County AIDS Foundation (PCAF), Tacoma Office**

**Mission Statement:** *Pierce County AIDS Foundation, through education and service, prevents HIV infection, assists persons affected by HIV/AIDS, addresses related health problems, and combats associated stigma and discrimination.*

**Summary:** The Administrative Assistant provides assistance to all departments at PCAF (Pierce County AIDS Foundation), supporting the successful functioning of office operations, representing PCAF by serving as the first line of quality contact for callers and visitors, offering exemplary customer service, and advancing the mission of our organization. This position functions as a member of the Administration department.

**Scope of Work:** Under the supervision of the Director of Finance and Administration, the Administrative Assistant is responsible for the following:

- Serve as front desk personnel and assure that adequate reception coverage is maintained. Function as a liaison between staff, clients, and community members, offering resource information to clients and community members upon request. This part of the role will hold standard base hours of Monday through Friday, 1 pm - 5 pm, and may be asked to be flexible for additional or shifted front desk coverage during PCAF operating hours.
- Perform office functions, including but not limited to, ordering of office and building supplies, metering and distributing mail, maintaining office equipment, developing office systems, and managing multi-line phone systems.
- Maintain the lobby and Admin office environment in accordance with PCAF values of mission, culture and equity. This includes overseeing clients in the lobby, adhering to standards in Admin, stocking of light supplies, and regularly cleaning high touch surfaces.
- Provide support to other PCAF Departments by assisting in data entry and completing monthly reports, making copies, collating packets, assisting with special projects, and other file maintenance. This part of the role will be performed during the remaining hours of a full-time position.
- Accurately record time worked by labor code to support appropriate billing of labor to our contracts.
- Consistently model and display appropriate professional boundaries at all times.
- Support clients in the concept of harm reduction when necessary and appropriate.
- Contribute as a team member and share in the responsibilities required to maintain operations and serve the mission of the organization. This includes, but is not limited to, attending events, participating in fundraising activities, obtaining

training, undertaking research, traveling, flexibility in scheduling, covering the commitments of coworkers when they are unable, and other duties as assigned.

**Qualifications:**

- Two years' related experience in a health, social, or human services agency **OR** the equivalent of experience, knowledge, and skills that enables you to perform the tasks of the job proficiently.
- Basic knowledge of how HIV is acquired, transmitted, and treated as well as associated stigma. Experience working with individuals living with HIV is preferred.
- Solid organizational skills, including ability to prioritize, meet deadlines, multitask, and manage time effectively, monitoring performance to ensure quality.
- Exceptional interpersonal and customer service skills, including an ability to set and maintain boundaries and manage and resolve conflict.
- Require candidates who have experience working with diverse populations, with a preference for candidates who have experience supporting individuals with mental health, substance use, and housing issues.
- Prefer candidates with successful management of chronic illness, and knowledge of the grieving and death and dying process.
- Demonstrated ability to contribute to an environment that celebrates diversity and difference, especially related to socioeconomic status, sexual orientation, gender identity, race, and ethnicity.
- Experience using social justice oriented, anti-racist, pro-equity, and collaborative approaches.
- Demonstrated understanding of institutional and structural racism, and other systems of oppression.
- Commitment to equity, diversity, and inclusion, including working on one's own internal biases and cultural humility.
- Willingness and ability to articulate and abide by PCAF's philosophy and policies in providing service to clients and in representing the agency.
- Exceptional ability to work independently and to prioritize workload, manage time effectively, coordinate resources, and monitor work to ensure quality.
- Ability to be flexible and supportive, and to work collaboratively with staff as a member of a diverse team.
- Excellent written and verbal communication skills required, along with demonstrated ability to work effectively under stressful conditions.
- Ability to understand and utilize a complex client database system (Provide).
- Proficiency in Google Suite, Microsoft Word and Excel, computer word processing, and various databases. Demonstrated ability to access information via the Internet.
- Physical components include frequent keyboarding, lifting up to and transferring 30 lbs, and intervals of sitting, standing, and moving about the office.
- Must have reliable transportation.

**Salary and Benefits:** This is a full-time, non-exempt, regular position. Compensation for this position is \$19.47 per hour. Extraordinary employer-paid benefits package includes medical, dental, and vision coverage, life, short-term and long-term disability insurance, employee assistance programs, paid holidays, and a generous Paid Time Off (PTO) plan.

**How to Apply:** Please email a cover letter and resume to Emily BC, Director of Finance and Administration, [ebc@pcaf-wa.org](mailto:ebc@pcaf-wa.org) by 5:00 pm, Friday, February 4, 2022. Include in your letter the reasons you are interested in this position, the value you would bring to the role, and your qualifications related to this opening. Thank you for your interest. We look forward to hearing from you, and will contact you upon receipt of your application.

Emily BC  
she/her/hers  
Director of Finance and Administration  
[ebc@pcaf-wa.org](mailto:ebc@pcaf-wa.org)  
[www.pcaf-wa.org](http://www.pcaf-wa.org)

**Equal Opportunity Employer:** *PCAF (Pierce County AIDS Foundation) is an Equal Opportunity and proud Affirmative Action Employer. We do not discriminate on the basis of ethnic origin, color, gender, gender identity, gender expression, marital status, sexual orientation, political affiliation, age, creed, religion, ancestry, national origin, or the presence of any sensory or physical disability, including HIV status. All interested individuals, including people of color, women, persons with disabilities, and persons who are gay, transgender, or intersex are particularly urged to apply.*

*Candidates for employment at PCAF should be aware that this is a unique work environment in which topics of sexuality and sexual orientation are an integral part of our everyday prevention and care work, and are often discussed openly. Individuals who are uncomfortable with such topics, discussions, and the occasional related graphic representations may choose not to work at PCAF.*

**Vaccination:** Governor Inslee's Proclamation on the COVID-19 vaccines prohibits "any Worker from engaging in work for a State Agency after October 18, 2021 if the Worker has not been fully vaccinated against COVID-19". Because PCAF receives State funding, this proclamation applies to our employees, and requires that employees of PCAF be fully vaccinated against COVID-19 unless a medical or religious exemption is approved. Being fully vaccinated means that an individual is at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. As a condition of employment, newly hired employees will be required to provide proof of their COVID-19 vaccination.

Due to the in-person proximity to clients and employees required of this position, PCAF is unable to accept a medical or religious exemption in lieu of vaccination for this position.