



Administrative Assistant JOB ANNOUNCEMENT

TITLE	Administrative Assistant
FLSA STATUS	Non-Exempt
PAY CLASS	Full-Time
REPORTS TO	TTOC Operations Manager
LOCATION	In Office

Who is Charitable Ventures and who is Thrive Together OC?

Charitable Ventures was created to make sure nonprofits are resilient, effective, and empowered so they can serve their communities when they are needed most. Aiming to make our community more socially, racially, and economically just, our employees guide and design strategies to effectively address those needs.

In partnership with families, clients, and other community stakeholders, the Thrive Together OC will establish a state-of-the-art, inclusive, county-wide center that offers screening, outreach, consultation and training, and assessment towards the prevention of, and care for, concerns related to early psychosis spectrum disorders for youth and young adults of Orange County (OC).

Do you have a passion for providing support to emerging nonprofit leaders so that they can successfully carry out their mission?

If so, your passions align with the Charitable Ventures/TTOC mission!

What are we looking for in our next team member?

Answer the questions below to see if you may be our new team member!

Are you ready to:

- Provide general administrative support for all aspects of the program.
- Assist with purchasing of office materials.
- Track and monitor program supplies.
- Assist with scheduling of meetings.
- Arrange meeting logistics (virtually and in-person).
- Take minutes and notes at meetings, including staff meetings.
- Update staff schedules & phone list.
- Submit IT related, including zoom and telephone requests.



- Scan and upload EHR documents
- Track new referrals and update the internal tracker.
- Process intake and discharges.
- Screen and schedule potential clients and families.
- Communicate with providers in scheduling feedback sessions and consultation.
- Provide information about the clinic and answer basic questions.
- Generate program specific reports as requested.
- Complete monthly services reports.
- Create program related informational and promotional flyer.

If you answered yes to any of the questions above, your next career may be waiting for you at Charitable Ventures/TTOC! And we would love to explore it with you.

Job Summary

The primary role of the Administrative Assistant will be to provide administrative support to the program. This is a dynamic and multifaceted position which may include assisting with a variety of administrative tasks, including tracking and inputting clinical referrals, scheduling, client communications, EHR and non- EHR tasks, and other duties as needed by the program.

What are the desired qualifications?

2+ years post high school education or work experience equivalent education:

Experience:

2+ years working in or related to the mental health or human services field or work experience equivalent

Compensation Commensurate with experience, education, and market (\$18.46 - \$19.85 per hour)

Benefits

- All employees: 401(k) voluntary employee contribution
- Full-time employees (30 or more hours per week): health insurance (medical, dental, vision); paid time off; company-wide holidays
- **But the most rewarding benefit is your ability to contribute to building stronger communities!**



Is this job not a right fit for you? Maybe it is for a colleague, friend, or neighbor. Please refer anyone that may be a good fit! And check back for other postings as you may become a team member through *your* unique skills and experiences!

Company Summary

Launched in 2007, Charitable Ventures is a non-profit organization dedicated to creating positive social impact through transformative ideas and investments. The agency provides incubation, sponsorship, and capacity building services such as planning, facilitation, and evaluation for funders, non-profit organizations, government, and community leaders throughout California.

Charitable Ventures maximizes the impact of emerging and established nonprofits, as well as donors and foundations with a passion for change – and is considered an essential part of the nonprofit sector infrastructure in Southern California. Since inception, it has fiscally sponsored more than 60 projects that address a wide array of social issues.

Applications: Please send a cover letter and resume to raquel.williams@thrivetogetheroc.org.

Charitable Ventures is committed to the principle of equal employment opportunity. In all that we do, Charitable Ventures supports its clients, projects, staff, and partners through our commitment to equity, economic and social justice, diversity and inclusion, and in ways that uplift our communities' assets and potential.