



FAMILY SERVICE AGENCY OF THE CENTRAL COAST Job Announcement

Position: Administrative Assistant

Program: WomenCARE

Location: In-office, Soquel Ca

Hours: 10 per week

Program Description:

WomenCARE, a program of Family Service Agency of the Central Coast, provides free emotional support, practical assistance, education, and community resources for women with any type of cancer throughout Santa Cruz County and beyond. Our mission is to ensure that no woman faces cancer alone.

Position Overview:

The WomenCARE Administrative Assistant provides administrative and operational support to the WomenCARE Program Director and assists with the day-to-day operations of the program. This position plays an integral role in supporting WomenCARE's mission by assisting with office administration, client and volunteer records, outreach and marketing, fundraising, special events, and a variety of administrative and organizational projects.

Key Responsibilities:

- Provide administrative support to the WomenCARE Program Director.
- Assist with the day-to-day operations of WomenCARE programs.
- Prepare correspondence, newsletters, flyers, mailings, and other outreach and promotional materials.
- Assist with social media, website updates, and other program communications.
- Enter and maintain accurate client and volunteer data, databases, and spreadsheets.
- Organize and maintain confidential client and volunteer files in accordance with agency policies.
- Assist with volunteer tracking and administrative support related to volunteer activities.
- Assist with fundraising activities, donor communications, special events, and community outreach.
- Order office and program supplies and help maintain an organized office environment.
- Support special projects and perform other administrative and program support duties as assigned.

Desired Qualifications:

- Excellent organizational and time management skills with strong attention to detail.
- Strong written and verbal communication skills.

- Proficiency with Microsoft Office (Word, Excel), Google Workspace, and Canva or Adobe Creative Suite.
- Experience creating newsletters, flyers, social media content, and other promotional materials preferred.
- Ability to manage multiple projects, prioritize tasks, and work independently.
- Ability to maintain strict confidentiality and handle sensitive information with professionalism.
- Proactive, dependable, collaborative, and able to take initiative.
- Commitment to providing compassionate, respectful service in support of WomenCARE's mission.

ABOUT US:

Family Service Agency of the Central Coast (FSA) is a well-established nonprofit mental health and wellness agency. Our services include outpatient counseling, the 988 suicide crisis line, suicide prevention services, mobile crisis response, senior services, support for women with cancer, and services for survivors of childhood sexual abuse.

Our team includes licensed clinicians, registered associates, and trainees who are committed to serving low- and middle-income individuals and families. Therapy is provided in person or via telehealth based on the client's needs.

JOB TYPE:

- Part-time, 10 hours per week

BENEFITS:

- Accrued sick leave
- Eligible for 401(k) participation

PAY:

- \$24.00/hr

WORK ENVIRONMENT:

The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Laptops, headsets, and other essential technology will be provided.

Family Service Agency is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status. We are committed to excellence through diversity and strive to establish a climate that welcomes, celebrates, and promotes respect for the contributions of all clients and employees.

Our programs recognize the value of racial, ethnic, cultural, and linguistic diversity and strive toward a culture of trauma-informed practice, with the overarching goal of ensuring that all

services promote healing and integrate the values and standards of providing culturally and linguistically appropriate services.

For more information, please email fsaemployment@fsa-cc.org or call (831) 457-2273 ext. 14.