

SOUTHERN ARIZONA AIDS FOUNDATION

OPERATIONS ASSISTANT JOB DESCRIPTION

Scope of Work: The Operations Assistant is responsible for greeting individuals both by telephone and in person, thereby promoting a positive image of the agency to the community; for photocopying and faxing; for processing and distribution of messages and mail; for simple word processing and data entry; for supervising reception volunteers; and for maintaining the overall appearance of the public areas of the office. The Operations Assistant assists with general office duties and inventory control of office supplies. This is a full-time, forty (40) hours per week, non-exempt position.

Functional Responsibilities:

- Answers and routes phone calls; checks voice mail.
- Receives and welcomes visitors and issues identification badges; ensures availability of coffee and water for visitors and volunteers.
- Trains, schedules, and supervises reception volunteers at the Tucson offices.
- Inventory control for office supplies at all Tucson offices, and prepares office supply request for Operations Manager.
- Assists with processing of outgoing and incoming mail and deliveries.
- Assists with processing incoming cash and/or check donations.
- Ensures accessibility, cleanliness, and general pleasant appearance of public areas, including reception area and kitchen. Maintains supplies of brochures, flyers, and condoms. Posts and removes notices to clients, staff, and public in a timely fashion.
- Assists with office related documents and staff communication, as directed by the Operations Manager.
- Performs other duties as assigned.
- Reports to the Operations Manager.

Minimum Qualifications:

- Bilingual (Spanish/English).
- Two years' experience as receptionist or similar position.
- Experience working with multiple phone lines.
- Knowledge of Microsoft Word, Excel and Outlook.
- Access to a reliable transportation, a valid AZ Driver's License and a driving record that will be supported by our liability insurance provider.

Preferred Qualifications:

- Ability to project positive image of the agency while greeting visitors.
- Excellent clerical, oral, written, and organizational skills.
- Ability to operate standard office equipment (typewriters, computers, photocopiers, fax machines, printers).
- Experience working with office and building vendors.
- Sensitivity to cultural and personal differences in age, ethnicity, and lifestyle essential.
- Understand and honor concept of confidentiality.
- Creative; capable of working independently.

- Ability to work effectively with a wide variety of individuals including volunteers, staff members, clients, and general public.
- Experience working with volunteers.

Compensation: Minimum \$15.06/hour; benefits include health, dental, and life insurance; long- and short-term disability insurance.

To Apply: Submit letter of interest, resume with dates of employment, and names, addresses, and phone numbers of three professional references to the Director of HR, Southern Arizona AIDS Foundation, 375 S. Euclid Ave., Tucson, AZ, 85719, or email to hr@saaf.org, or visit www.saaf.org. Open until filled.

Affirmative Action: The Southern Arizona AIDS Foundation is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability.

Start Date: As soon as possible.