

CLERICAL ASSISTANT

Job Title: Clerical Assistant
Department: Administration
Reports To: Chief Administrative Officer
FLSA Status: Non-Exempt

Summary of Position:

CaIMHSA is an industry-leading joint powers authority, providing services to California's County Behavioral Health Departments. We have earned the reputation for asking tough questions, listening well, and building high performing teams to deliver superior results to our Members, community and government stakeholders, and Californians. CaIMHSA provides administrative, fiscal, and program implementation services to support a variety of innovative mental health solutions.

We are seeking two Clerical Assistants to support CaIMHSA. These positions will range in scope, and ideal candidates should possess a strong interest in supporting Californian's diverse mental health needs.

Individuals with lived mental health experience, family members and care takers of individuals with lived experience, and individuals from racial, ethnic, and culturally diverse communities are strongly encouraged to apply.

Key Responsibilities

Support the Executive Team by drafting presentations, correspondence, proof reading, developing reports, scheduling meetings, making travel arrangements, and collaborating with identified Team Members in the development and implementation of deliverable tracking processes, required reporting mechanisms, and contractual obligations via the Salesforce platform. In addition, support the planning of program activities, events, conferences, etc. whether in-person or virtual. Other duties include, but are not limited to the below:

- Administration of Outlook, web-based platforms, Salesforce, and other program management tools.
- Develop project related documents (i.e., Excel Spreadsheets) with accurate program information.
- Prepare meeting agendas, minutes, and document action items.
- Schedule and plan meetings (in-person or virtual).
- Ensure project deadlines are met for all reporting needs.
- Develop correspondence to external entities, Members, state agencies, affiliates, etc.
- Maintenance of files and records.
- Photocopying, scanning, emailing.

- Prepare mail and outgoing packages, and distribution of incoming mail/packages.
- Update and maintain Salesforce/databases.
- Work as an integral component of a project team.
- Other duties as assigned.

Required Education/Experience

- Bachelor's Degree
- Minimum of 1-3 years of experience

Skills and Attributes

- Passionate about CalMHSA's mission and ability to communicate the organization's philosophy, mission, and values to internal and external stakeholders.
- Establish and meet deadlines; beginner to intermediate project management skills for managing deadlines with small to medium teams (2-5 people).
- Organize multiple streams of work effectively and multitask; attention to detail and accuracy is required.
- Effective written and oral communications; including an ability to synthesize information from a variety of sources in both written and verbal manner.
- Demonstrate sense of urgency, initiative, responsiveness, and a proactive approach to work.
- Demonstrate strong interpersonal and communication skills - verbal and written – across multidisciplinary teams to develop solutions to support CalMHSA Members.
- Execute problem analysis and problem-solving abilities with strong attention to detail and accuracy.
- Collaborate with internal and external groups and partners of various technical skill levels.
- Prioritize projects, and direct available resources as necessary while meeting timelines.
- Communicate program or performance needs to a supervisor or project lead.

Physical and Sensory Requirements:

- Candidate must be able to sit for long periods of time to perform duties, move around, make inquiries from other staff, and management as needed. Must be able to bend or stoop down to access files, including lifting of items or objects up to 20 lbs.
- Able to work in office located in Sacramento.

