



## Administrative Assistant / Data Evaluator

**My Sister's House** began in 2000 as a public campaign to establish the organization as Sacramento's (in fact the Central Valley's) first agency to address battering in the Asian and Pacific Islander community. This included providing the development of a culturally appropriate safe haven. Its mission was and continues to be "to serve the needs of Asian and Pacific Islander women and children impacted by domestic violence by providing a culturally competent safe haven that empowers them to achieve a life of human dignity."

**The Administrative Assistant/Data Evaluator is hired by the Executive Director and is directly accountable to the Executive Director and Deputy Director of My Sister's House. The Administrative Assistant/Data Evaluator provides support to ensure the successful operation of My Sister's House, which includes the following responsibilities:**

- Assist with communication and correspondence as directed by the Executive Director and Deputy Director
- Preparing reports to assist staff with grant management.
- Draft and edit grant proposals, brochures, event fliers and other organizational materials.
- Administer and compile statistical requirements of the grants.
- Maintenance and oversight of office systems and environment.
- Participate and represent My Sister's House at various events.
- Provide support and crisis intervention to help-line clients as needed.
- Respond to crisis calls.
- Other duties as assigned.

### **Qualifications:**

- Has at least 2 years of previous computer data collection experience.
- Commitment to My Sister's House's mission and values.
- Experience working with diverse constituencies (particularly with communities of color).
- Excellent organizational skills, including the ability to design and maintain effective systems.
- Strong communication skills including writing and public speaking abilities required. Conflict resolution skills are highly desirable.
- Bilingual skills helpful.
- Ability to manage multiple tasks and projects simultaneously and efficiently with minimal supervision.
- Ability to use email and MS Office programs.
- Ability to work as part of a team.
- Valid driver's license and ability to use personal vehicle for work; proof of car insurance.
- Ability to lift and/or move up to 25 pounds.

**Position:** Full time (grant funded) – note work schedule varies, Non-exempt, at-will  
**Pay Rate:** \$15.00 - \$18.00 per hour  
**Deadline to apply:** **Open until filled**  
**To Apply:** Send resume and cover letter and 1 writing sample  
My Sister's House  
Attn: Executive Director  
3053 Freeport Blvd #120  
Sacramento, CA 95818