



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.
- Prepare reports to assist staff with grant management.
- Draft, edit and submit grant proposals, brochures, event fliers and other organizational materials.
- Administer and compile statistical requirements of the grants.
- Update and manage organizational statistics.
- Responsible for maintenance and oversight of office systems and environment.
- Participate and represent My Sister's House at various events.
- Attend My Sister's House monthly board meetings.
- Respond to crisis calls and provide support and crisis intervention to help-line clients as needed.
- 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: \$16.00 - \$21.00 per hour
Deadline to apply: **Open until filled**
To Apply: Send resume and cover letter
jobsmsh1@gmail.com
My Sister's House, Attn: Executive Director
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Sacramento, CA 95818