

## **NAMI Yolo County is hiring a Part Time Administrative Assistant -**

Are you looking for a career that makes a difference? Do you want to go home after work every day and know that your efforts made your community a little bit better? Do you really care about Yolo County and want to be sure that some of our most vulnerable individuals have the support they need to be well and thrive? Are you in it for the long haul?

Terrific. Let's get started.

NAMI Yolo County is hiring a Full Time Administrative Assistant. NAMI Yolo is your local affiliate of the National Alliance on Mental Illness. The awesome individual who joins our team will support NAMI Yolo members and volunteers in our efforts to help create a stigma-free future by providing advocacy, support, education and public awareness so that all individuals and families who are affected by mental illness can build better lives.

We're looking for an energetic, multitalented, passionate individual to:

- Provide reception and welcome in our office
- Keep fastidious records that support our commitment to NAMI's national standards of excellence
- Support our robust education and community outreach projects

The successful candidate will:

- Be experienced in data management and cloud sharing software
- Have experience working or volunteering with a nonprofit organization
- Be an amazing written and verbal communicator, with the ability to flex communication styles for diverse stakeholders
- Be passionate about and have a proven track record for a commitment to equity
- Multitask with poise

The preferred candidate will:

- Have lived experience with a mental health condition or loving someone who has a mental health condition
- Speak a second language
- Be a resident of Yolo County
- Have three years' experience working in a nonprofit or healthcare environment or an undergraduate degree in Disability Studies, Multicultural Studies, Psychology, Philosophy, Political Science, Communications, Criminal Justice, or a related field.
- Have community media outreach and analytics experience
- Have QuickBooks, Salesforce or other online fiscal and member support experience

This is a part time position, 25-30 hours per week, \$17 per hour.

People of color, women, people with disabilities, and people from the LGTBQIA community are strongly encouraged to apply.