



Office Coordinator

PURPOSE

The role of the Office Coordinator is to provide exceptional customer service to clients and potential clients, including educating the public about CHIP's mission, services, and current opportunities. The Office Coordinator will also provide clerical support to all of CHIP's departments, as well as respond to the needs and coordinate the operations at CHIP's main office.

Job Functions

Essential Responsibilities:

1. Provide clear and accurate information to the public about CHIP's mission, various programs, and current opportunities.
2. Provide CHIP staff with clerical support.
3. Orchestrate and oversee successful office functions, including facilities, operations, and ordering of supplies.

Essential Duties:

1. Respond to all general inquiries coming from outside of the organization, including emails, phone calls, and walk-ins.
2. Handle all incoming and outgoing mail.
3. Keep the general office clean and organized, including ordering of supplies and scheduling of maintenance and repairs.
4. Provide clerical support to CHIP staff, including preparation of letters, documents or spreadsheets, data entry, translation, mailers, and other forms of mass communication, and making photocopies.
5. Maintain the self-help interest list and data base and process all incoming applications.
6. Provide clerical support to CHIP's Board of Directors, as directed by CHIP's President/CEO.
7. Other duties related to office and staff support will be identified and assigned.

REQUIRED KNOWLEDGE AND SKILLS

1. Spanish/English bilingual, both spoken and written, is required.
2. Excellent written and verbal communication skills and the ability to communicate clearly and effectively with clients, staff, and the public in person, on the phone, and by email.
3. Competency of basic office equipment and computer programs, including Microsoft Word, excel, and outlook.
4. Ability to work independently in a fast-paced environment on multiple tasks and deadlines.
5. Ability and desire to work effectively with low-income and ethnically diverse client groups.



QUALIFICATIONS AND EDUCATION

1. High-school diploma.
2. Valid California Driver's License.
3. Must have reliable vehicle, current valid California Driver's license and be insurable, under the criteria established by CHIP's general liability carrier. Must provide current proof of insurance at the levels specified by the CHIP travel policy.

PHYSICAL REQUIREMENTS

See Attached

Reasonable accommodations as required by the Americans with Disabilities Act (ADA) will be made available, as necessary. Requires successful completion of a conditional offer physical examination conducted by Enloe Occupational Health Center.

WORKING CONDITIONS

See attached.

DEPARTMENT: General Administration
REPORTS TO: Director of Homeownership
TYPE OF POSITION: Full Time, Non-Exempt

SALARY: \$15.50-17.50/hour, DOE
BENEFITS: Medical Insurance (100% employer paid), Group Life Insurance, 403(b) Retirement, Vacation Leave, Sick Leave, Personal Leave, Paid Holidays

APPLY: Go to <https://chiphousing.org/jobs> fill out the application and upload your resume. Paper applications are available at 1001 Willow St., Chico.

DEADLINE: Until Filled

REVIEWED BY: Jill Quezada, Director of Homeownership
APPROVED BY: Seana O'Shaughnessy, President/CEO

Employment with CHIP is at will for the employee and the employer.
CHIP is an equal opportunity employer.



Physical Demands and Working Conditions Assessment

Position Title:	Office Staff
Date:	6/17/2014

Activity Requirements (check as many as may apply)

X	Standing	Standing is required for sustained periods of time.
X	Walking	Workers are required to move about on foot to accomplish tasks, particularly for long distances or to move from one work site to another.
	Balance	Workers are required to maintain balance when walking, standing or crouching, even on narrow, slippery or moving surfaces. Check only if the amount of balancing required could be considered excessive or out of the ordinary.
X	Climbing	Workers are required to go up and/or down stairs, ladders, scaffolding, poles, etc. using their feet/legs and/or hands/arms. Check only if the amount and kind of climbing required could be considered excessive or out of the ordinary.
X	Reaching	Requires workers to extend their hands/arms in any direction.
	Stooping	Workers are required to bend down and forward from the waist. Check only if a considerable amount of stooping occurs and if it requires full motion of the legs, feet and back muscles.
	Kneeling	Requires bending legs at the knee to come to a rest on knee(s).
X	Crouching	Requires bending the body downward and forward by bending the leg(s) and spine.
	Crawling	Workers are required to move about on hands/knees or hands/feet.
	Pulling	Requires using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.
	Pushing	Requires using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
	Lifting	Workers are required to raise or lower objects or move objects from place to place. Check only if considerable lifting is required and includes substantial use of upper arms/hands and back muscles.
X	Fingering	Requires picking up, pinching, twisting, typing or working primarily with fingers (as opposed to working with the whole hand).
X	Grasping	Workers are required to hold onto objects with their fingers/palms.
X	Talking	Requires workers to express themselves by speaking. Includes conveying detailed or important spoken instructions accurately, loudly, or quickly.
X	Hearing	Workers are required to distinguish sounds at normal levels (with or without correction) and be able to receive detail information orally, and to discriminate between sounds.
X	Repetitive Motion	Requires workers to move their wrists, hands, and/or fingers repetitively.
	Other	

Physical Requirements (check only one)

X	Sedentary Work	Requires workers to expend up to 10 pounds of force occasionally and/or smaller amounts of force frequently. The force is used to lift, carry, pull or otherwise move objects. Jobs are considered sedentary if walking and standing are required only occasionally.
	Light Work	Requires workers to expend up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or smaller amounts of force frequently. NOTE: If the work requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
	Medium Work	Requires workers to expend up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force routinely.

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	Heavy Work	Requires workers to expend up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force routinely.
	Very Heavy Work	Requires workers to expend over 100 pounds of force from time to time and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force routinely.
	Other	
Visual Requirements (check only one)		
X	Workers are required to perform activities such as: preparing/analyzing data/figures; viewing a computer screen; reading; inspecting small objects for defects, operating machinery; using gauges and other measuring devices; and/or assembling parts with close eye contact.	
	Workers are required to perform activities such as: operating machinery and/or power tools at or within arm's reach; performing non-repetitive tasks such as carpentry, plumbing, painting, and repairing machinery.	
	Workers are required to operate motor vehicles and/or heavy equipment such as forklifts, backhoes, and/or bulldozers.	
	Workers are required to review/inspect their assigned work, the work of others, or facilities or structures.	
	Other	
Working Conditions (check as many as may apply)		
X	Workers are subjected to inside environmental temperature changes.	
	Workers are subjected to outside environmental factors with no structural protection from the weather.	
	Workers are subjected to both inside and outside environments.	
	Workers are subjected to extreme temperatures that are typically below 32 degrees for more than one hour at a time. May be subjected to other environmental conditions, such as wind and humidity.	
	Workers are subjected to extreme temperatures that are typically above 100 degrees for more than one hour at a time. May be subjected to other environmental conditions, such as wind and humidity.	
	Workers are subjected to excessive noise including enough noise to cause workers to shout in order to be heard above the ambient noise level.	
	Workers are subjected to vibrations and/or oscillating movements of the hands/arms, legs/feet, or whole body.	
	Workers are subjected to hazards such as: operation of and/or proximity to machinery with moving parts; moving vehicles; high voltage electricity; scaffolding/high places; and/or high heat or hazardous chemicals.	
	Workers are subjected to atmospheric conditions that affect the respiratory system of the skin such as fumes, odors, dust, mists, gases and/or poor ventilation.	
	Workers are frequently in close quarters such as: crawl spaces, shafts, manholes, small-enclosed rooms, small sewage and line pipes, and other areas that could cause claustrophobia.	
	Workers are required to function in narrow aisles or passageways.	
X	None. The worker is not substantially exposed to adverse environmental conditions (normally engages in typical office or administrative work).	
	Other	
Approvals		
Supervisor:		
Program Director:		
H.R. Staff		