



Organization of Special Needs Families (OSF)

1340 S. De Anza Blvd., #207, San Jose, CA 95129

Tel: (408) 996-0850 Fax: (408) 996-0850

Website: www.osfamilies.org

501(c) (3) Non-Profit

JOB TITLE: Administrative Secretary

DEFINITION

Under the direct supervision of the Organization of Special Needs Families (OSF) Program Director, the administrative secretary will assist in general office administration, program registration, and documentation for all OSF programs within the Child Care site in accordance with the policies, procedures, and philosophy of OSF. OSF is a non-profit organization for families with special needs and typically developing children.

DUTIES

- Provide assistance to the CEO & Program Director to help function all Integrated Enrichment Programs
- Field telephone and e-mail inquiries
- Record and file all data collections, and make print copies as necessary.
- Attend mandatory training programs, conferences, meetings, etc.
- Provide an environment that facilitates the growth and positive self image for our children
- Other duties as assigned, related to your work as part time Administrative Secretary

QUALIFICATIONS

Knowledge / Skills

- Knowledge of OSF philosophy, principles, and comprehensive services preferred
- Knowledge of Early Childhood Development Practices
- Ability to efficiently communicate with staff, children and families
- Bilingual (English / Asian language) preferred

Education / Experience

- High school diploma, AA degree in progress, or child care training certificate preferred
- At least one year experience in an administrative role



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HOURS OF OPERATION

Daily 9am to 1pm

HEALTH STATUS

Must be in good health and can carry things over 30 lbs. as necessary

BACKGROUND CLEARANCE

Proof of fingerprint clearance and background check must be received by OSF before hired date.

SALARY \$9 - \$12/hour

CLOSING DATE Open until filled

Please submit a completed employment application form and resume showing qualifying education/experience to:

Organization of Special Needs Families
Personnel Office
1340 S. De Anza Blvd. Suite #207
San Jose CA 95129