

**Job Title:** Administrative Assistant  
**Organization:** Peer Support Services  
**Location:** Stockton, CA  
**Reports To:** Lead Recovery Coach

### **About Peer Support Services**

Peer Support Services is a nonprofit organization based in Stockton, CA, focused on providing support for individuals and their families struggling with mental health issues. Funded by the Mental Health Services Act, we are a team that values lived experiences, empathy, and resilience in our approach to mental health advocacy and support.

### **Job Description:**

The Administrative Assistant has personal or familial lived experience related to mental health. They are passionate about mental health advocacy and bring a unique understanding of the challenges faced by those struggling with mental health issues.

### **Responsibilities:**

1. Coordinate office activities and operations to secure efficiency and compliance to organization policies.
2. Manage agendas, appointments, and meetings for upper management.
3. Manage phone calls and correspondence (email, letters, packages, etc.).
4. Support budgeting and bookkeeping procedures.
5. Create and update records and databases with personnel, financial, and other data.
6. Assist colleagues whenever necessary.
7. Handle routine data entry tasks and maintain databases up-to-date.
8. Basic troubleshooting of office IT issues, maintain computers, and coordinate external IT support when necessary.

### **Qualifications:**

1. Proven experience as an administrative assistant or other office admin role.
2. Lived experience as a mental health consumer or family member of a consumer, required by the Mental Health Services Act.
3. Understanding of office management procedures and departmental and legal policies.
4. Proficiency in MS Office (MS Excel and MS Word, in particular) and basic understanding of database management.
5. Familiarity with basic computer maintenance and troubleshooting.
6. Excellent written and verbal communication skills.
7. High degree of multi-tasking and time management capability.
8. Integrity and professionalism.
9. High School degree; additional qualifications as an Administrator will be a plus.