

Job Description

Administrative and Formatting Assistant

Location: Watsonville (55 Penny Lane)

Hours: Minimum 24 hours/week (schedule TBD), Immediate opening.

About Applied Survey Research

Applied Survey Research is a social research firm grounded in community-based research approaches to help people build better communities. Our studies have been concentrated in key issue areas such as child care and early education intervention, school readiness, at risk youth and families, early childhood mental health, domestic violence and child welfare, housing and homelessness, community quality of life, and public health. ASR strives to make evaluation research real and meaningful for our clients by prioritizing feasibility and utility without compromising quality. ASR has locations in Watsonville and San Jose, California. Please visit our website (www.appliedsurveyresearch.org) to learn more about us.

We offer a stimulating, fast paced yet collegial work environment in which our team is dedicated to conducting the highest quality evaluation research, delivering usable results, and ensuring client satisfaction.

General Job Description:

Applied Survey Research seeks an administrative and formatting assistant to provide administrative support to the Watsonville location and formatting assistance across all locations.

The administrative and formatting assistant will work closely with and under the supervision of the Senior Graphic Designer/Central Coast General Manager. The position will serve two broad functions:

- About 60% of this job will be providing support to staff and graphic designer, including: basic and final formatting of both internal and external documents, ensuring adherence to style guide requirements/logo/brand integrity, and basic graphic design abilities.
- About 40% of this job will be operations and administrative support to our team, including: answering phones, ordering office and kitchen supplies, photocopying, faxing, data entry, scheduling meetings, and placing/ picking up food orders.

Required Qualifications and Skills

- **Excellent attention to detail and quality:** We like meticulous people! You will be expected to produce error-free work 100% of the time. This includes reviewing reports and applying styles appropriately to tables, charts and text for a consistent and professional appearance in all our materials.
- **Excellent organizational skills and excellent time management skills:** You have set up or maintained filing systems, and are able to create simple systems for monitoring facets of our organization. You can maintain a list of tasks, monitor their completion, and report to your manager(s) when you are finished. *Desired: You have an understanding of MS SharePoint and MS Outlook.*



www.appliedsurveyresearch.org

Locations on the Central Coast and the Bay Area | (877) 728-4545

Helping People Build
Better Communities

- **Excellent communication skills:** This position will involve frequent phone or in-person contact with partners as well as internal staff. You must have professional, cordial, and proactive people skills. Your emails must be 'client-ready' (clear, concise, polite and cheerful).
- **Word Processing:** You are incredibly comfortable working in MS Word and MS PowerPoint. You can create documents, create styles, color and font themes, create graphically-pleasing tables and charts, headers and footers, etc. You are able to work competently and confidently within existing document and templates to apply appropriate, consistent formatting throughout documents whether they are 2 pages or 200 pages.
- **Graphic Design:** You have an appreciation for aesthetics and an eye towards basic graphic design skills (color combinations, spacing, alignment, ability to spot when design elements don't agree). *Desired: You have a basic understanding of Adobe Creative Suite.*
- **Data entry:** You have intermediate abilities in MS Excel (you can set up spreadsheets, create basic formulas, and enter data).
- **Problem solver:** You are solutions-based in problem-solving with the ability to identify and resolve problems in a timely fashion. When stumped, you are a go-getter towards learning and are ready and willing to ask for help as needed.
- **A strong work ethic and team mentality:** You have a positive "can do" attitude and willingness to go the extra mile to help colleagues meet their deadlines and keep the office running smoothly and efficiently.
- **Reliable transportation:** You must have a vehicle to run errands as needed such as picking up and dropping of supplies and materials.
- **Goals:** Your personal and/or professional goals align with ASR's mission to help people build better communities.

Desired Qualifications / Skills (in order of priority)

- Spanish language fluency (written and verbal)
- **Bachelor's degree** in a related field
- **Strong writing abilities:** Can proof reports for punctuation, grammar, style; can suggest and make edits
- **Working knowledge of statistics and survey research methodologies**
- **Content knowledge** regarding one or more of the following areas: housing and homelessness, domestic violence and child welfare, early and primary education, and children, youth or families that are at-risk or underrepresented.
- **Ability to lift up to 20 lbs.** (moving office supplies, such as a case of paper)

Salary and Benefits:

- Minimum \$15/hour. Salary will be commensurate with experience and qualifications. ASR offers a full package of employee benefits, including health, dental and our 401k plan.

To apply:

- All interested and qualified candidates should send a cover letter highlighting strengths as a candidate and resume to Michelle Luedtke at michelle@appliedsurveyresearch.org with 'Administrative and formatting assistant application' in the subject line. No phone calls please.