**Job Title:** Administrative Assistant  
**Job Category:** Sub-contract with TLF&A

<table>
<thead>
<tr>
<th>Location:</th>
<th>Encinitas</th>
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<tbody>
<tr>
<td>Level/Salary Range:</td>
<td>Based on experience</td>
</tr>
<tr>
<td>Travel Required:</td>
<td>As needed to attend meetings</td>
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<tr>
<td>Position Type:</td>
<td>Full-time and part-time available</td>
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**Contact:** Tracy Fried  
**Date posted:** 10/9/2012  
**Will Train Applicant(s):** Tracy Fried  
**Posting Expires:** Continuous

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<tr>
<th>Fax or E-mail:</th>
<th>(760) 230-2083 or <a href="mailto:Tracy@TracyFried.com">Tracy@TracyFried.com</a></th>
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</thead>
</table>
| Mail: | Tracy Fried  
Tracy L. Fried & Associates  
515 Encinitas Blvd., Suite 200  
Encinitas, CA 92024 |

**Job Description**

**Job Overview:**
Want to make a difference in people’s lives on a large scale during your 9-5 job? Tracy L. Fried & Associates offers that opportunity!

Tracy L. Fried & Associates has contracts with San Diego County’s Mental Health Services through Mental Health Services Act (MHSA) funding to provide mental health training. Projects are diverse and vary over time. Current projects include the coordination of a Conference on Cultural Competence and Mental Health for 400+ attendees in December and a High School Internship Training Project to teach 10 high school students how to coordinate a mental health themed conference.

Office environment is a fun, upbeat place where casual attire is appropriate and personal health and wellness are supported. The office is centrally located in Encinitas near the 5 freeway, a 15 minute walk from the Coaster, and is in the same building as a Core Power Yoga studio.

**Job Purpose:**
Provides office services by implementing administrative systems, provides computer and administrative support to projects, and monitors administrative activities.

**Duties:**
- Develops project materials including: rosters, program outlines, conference program materials, organizational tables, etc.
- Manages calendars, schedules planning meetings, creates meeting agendas, types and distributes meeting minutes.
- Compiles and analyzes data from project evaluations to assist with the development of outcome materials/publications.
- Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
- Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Provides information by answering questions and requests (by phone, email, or in-person).
- Contributes to team effort by accomplishing related results as needed.
- Others as needed.

Skills/qualifications:

- Administrative Writing Skills, Microsoft Office Skills, Organization, Analyze Information, Professionalism, Problem Solving, Verbal Communication, Takes Initiative, Functions Effectively Independently and as Part of a Team, Ability to Multi-Task, Works Well in a Fast-Paced/High Stress Environment, Ability to “Dive In” and Learn on-the-Job, Honesty, Integrity
- B.A. in business, psychology, or other related field preferred but not required. Minimum of 1 year administrative experience preferred.