



California Human Development Job Description

EMPLOYEE NAME:**JOB TITLE:** ASET Center Coordinator**DEPARTMENT/DIVISION:** Farmworker Services**REPORTS TO:** ASET Center Manager**FLSA STATUS:** Non-Exempt**LOCATION:** Woodland ASET Center**REVISED DATE:** 08/14/2026**Summary Description:**

The ASET Center Coordinator will be responsible for coordinating office functions and providing clerical and administrative support for the ASET Centers Manager and Deputy Director. The ASET Center Coordinator will manage office database, produce programmatic reports, coordinate and schedule participant training activities, and be responsible for participant file maintenance. The ASET Center Coordinator will ensure programmatic compliance while managing the office, including serving as a liaison for the Central Administrative and Fiscal Departments. The ASET Center hours of operation are from 7:00 am to 3:30 pm.

DUTIES AND RESPONSIBILITIES:*Administrative and Clerical Support*

- Establishes priorities and performs clerical tasks and office services to support the efficient operation of the ASET Center.
- Prepares, reviews, and edits correspondence, reports, and related documents for the Center Manager.
- Assists with scheduling Farmworker Services quarterly meetings, preparing materials, and setting up conference rooms.
- At the direction of the Center Manager, performs a variety of unscheduled administrative and clerical duties.
- Receives, sorts, and distributes incoming and outgoing mail.
- Acts as program liaison between Fiscal, Risk Management, and the ASET Center.

Program Records, Data, and Reporting

- Maintains Farmworker Services and ASET Center program files, including student files, contracts, accounts payable records, eligibility documentation, and other materials required for accurate records management.
- Creates and maintains organized filing systems and ensures complete records are maintained for students and program activities.
- Enters, retrieves, downloads, and maintains data in Farmworker Services case management systems, funding-source systems, and related databases.
- Compiles data from standardized sources and prepares lists, reports, tabulations, and other required documentation.
- Ensures the student attendance spreadsheet for tuition reporting is submitted to the MIS Department on time.
- Meets performance reporting deadlines and ensures required programmatic and student paperwork is submitted to the Farmworker Services MIS Department in a timely manner.

Student, Participant, and Customer Support

- Coordinates and supports day-to-day instruction for truck driving and welding students.
- Guides clients and/or students through the CalJOBS registration process to accurately document visits and capture center traffic.
- Pre-screens clients for program eligibility and collects required eligibility documentation.

- Conducts student orientations and prepares and submits training-related student documents as scheduled.
- Coordinates and monitors cohort classes from beginning to end, including providing Central Administration with information needed to verify student Motor Vehicle Records and adds student drivers to CHD insurance coverage.
- Assists the ASET Center Manager and Deputy Director with scheduling the monthly Progress According to Plan process with students.
- Teaches, guides, and supervises work experience participants in office procedures and clerical practices.
- Maintains and regularly updates the job board to ensure current job openings are posted and available to clients.

Financial and Operational Support

- Performs monthly credit card reconciliation for the Deputy Director.
- Processes payments for ASET Center participant work attire and safety gear.
- Enters purchase orders, CRTs, and tuition into AccuFund and applies them to invoices.
- Tracks petty cash receipts and maintains related records in accordance with established procedures.
- Manages and maintains inventory of monthly office and janitorial supplies to ensure appropriate stock levels and availability.
- Serves as the primary point of contact for coordinating building maintenance requests and communicating with the building maintenance technician as needed.

Technology, Equipment, and Compliance

- Coordinates with Truck Driving Instructors, that company-owned trucks comply with CARB and Clean Truck Check regulations.
- Coordinates equipment maintenance as needed to support safe and efficient center operations.
- Uses Microsoft Office applications, data systems, office equipment, and related information technology to support Farmworker Services program activities and ASET Center operations.
- Uses a variety of office equipment and devices, including laptops, CPUs, scanners, printers, calculators, and copy machines.
- Actively participates in the safety program and provides meaningful suggestions for working safely.

Other Duties

- Performs other related duties as assigned.

Supervisory Responsibilities

None

Required Skills and Abilities

- Collaborate effectively with multicultural teams and stakeholders, utilizing cross-cultural communication skills to build trust and mutual respect.
- Understanding of Adult Learning Principles, vocational training programs, and workforce development to accommodate diverse learning styles is preferred.
- Ability to communicate effectively verbally and in writing with individuals and groups, including occasional public speaking.
- Ability to read, analyze, and interpret general services contracts or governmental regulations in English.
- Ability to speak, read, and write fluently in Spanish is preferred.
- Ability to use arithmetic skills normally applied in this position. Ability compute rates, ratios, and percentages, and to draw and interpret presentation charts.
- Sufficient capability in cognitive reasoning to perform complex transactions with a high degree of accuracy.
- Ability to maintain appropriate boundaries with clients and staff both on and off duty as defined by agency ethical codes.
- Ability to solve problems and resolve conflicts effectively.
- Ability to recognize and manage personal bias.
- Able to attend approved training as needed.

- Ability to work some evenings and weekends, if necessary.
- Ability to independently travel to various worksites, as assigned. If by personal vehicle, must possess valid California drivers' license, proof of auto insurance and be insurable under agency policy.

Education and/or Experience

- High School Diploma or GED.
- At least two (2) years administrative assistant experience in a public or private non-profit employment and training program, or in similar Human Service organization, or the equivalent in an industrial or business training environment.
- Paid or volunteer social service experience in the local community to be served.
- Intermediate to advanced computer skills; ability to perform online research, and intermediate to advanced Microsoft 365 skills; Microsoft Outlook, Microsoft Word, Microsoft Excel, and PowerPoint.

Certificates, Licenses, Registrations

- Must possess a valid California drivers' license, proof of auto insurance and be insurable under agency policy if driving personal vehicle for work related business.

Physical Requirements

Frequently: Sitting, Standing, Walking, Bending

Occasionally: Twisting, Pushing/Pulling

Seldom: Climbing, Stooping, Squatting, Kneeling

Vision: Must have close, distance, color, and peripheral vision, and also have depth perception and ability to adjust focus

Work Environment

Moderate noise level found in a business office with computers and printers, light traffic

*This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time. All employees are to maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers, and management. Employment at CHD is **at-will**. This means employment is for an indefinite period of time and it is subject to termination by the employee or by CHD, with or without cause, with or without notice, and at any time.*

Employee Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

Reviewed by Human Resources: _____

Date: _____