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**FULL TIME- POSITION AVAILABLE**

**OFFICE CLERK/COURIER**

**WAGE - $16.50 hourly**

United Cerebral Palsy of the Inland Empire (UCPIE), located in Rancho Mirage, provides services to children and adults with cerebral palsy, autism, intellectual disability, Down syndrome and epilepsy. UCPIE has been serving the Inland Empire since 1985 and operates with a budget of over 4.5 M.

The Office Clerk/Courier will provide assistance to the UCPIE administrative team. Office Clerk will perform routine duties such as answering telephone, providing customer to families and employees, receiving and distributing mail as well as keeping office stocked, making sure office equipment is working properly, creating files, filing and data entry work. Office clerk also holds title of courier. Courier delivers office supplies, mail and packages. Courier cleans storage area, moves large items and is key part of setting up, taking down and working UCPIE special events.

The position requires a high school diploma or equivalent. Candidate must be computer literate, work well with Microsoft Office and have ability to become proficient with UCPIE software systems. Candidate must type 45 WPM. Candidate must be able to do manual work, drive safely and have own means of transportation. Candidate will do general office work and physical work split as the needs of the company demand. Candidate’s ability to speak Spanish/Bilingual would be helpful.

This position at times may require evening and weekend work; the position requires a lot of driving and flexibility to do many things at once.

Please submit your resume [erikadeanda@ucpie.org](mailto:erikadeanda@ucpie.org)

United Cerebral Palsy of the Inland Empire provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.