

Job Title:	Administrative Assistant	Date:	2/14/18
Reports to:	Executive Director	# Direct Reports:	0
FLSA Status:	Non-exempt	# Hours/Week:	40

POSITION SUMMARY:

The primary function/purpose of this job.

Under general supervision, provides administrative support to the Executive Director and the Assistant Director. Answers incoming internal and external phone calls for the Center and responds or forwards information in a timely manner. Maintains strict confidentiality with all aspects of job duties when expected or required. Regularly scheduled hours are 8am-4pm Monday-Friday. Some evening and weekend hours are required.

JOB RESPONSIBILITIES:

The major task areas required to successfully perform this job.

	<u>Essential:</u> (x)	<u>Weight:</u> (%)
1. Provides administrative assistance: <ul style="list-style-type: none"> • Answers telephone and responds/forwards as needed. • Composes written correspondence. Responds to routine external correspondence. • Types grant forms and documents. • Files documents, reports, invoices and other correspondence. • Records monetary transactions for programs and events • Records participant activity figures for all programs. • Schedules client transportation as needed. • Maintains a yearly calendar of Center meetings, events and programs. • Maintains program and event binders and files. • Maintains database for Center donors, volunteers and participants. • Assists with calls to fill volunteer slots for events, programs and day-to-day needs. • Assists with copying monthly newsletter. 	X	55%
2. Bookkeeping <ul style="list-style-type: none"> • Processes Accounts Receivable, recording daily cash receipts into accounting software. • Creates event invoices and monthly billing for home-delivered meals. • Prepares Accounts Payables weekly for signature. 	X	10%

3.	Serves as the Volunteer Coordinator: <ul style="list-style-type: none"> Recruits volunteers to the Center for various programs and activities. Performs volunteer interviews. Provides volunteer orientation to the Center and their assigned duties. 	X	25%
4.	Coordinate facility rentals: <ul style="list-style-type: none"> Processes facility rental requests and maintain records. Maintains correspondence with potential renters. Works with the Assistant Director regarding rental opportunities and publicity. Maintains a yearly calendar of rental arrangements. 	X	5%
5.	Assist with Center's Special Events and Fundraisers <ul style="list-style-type: none"> Assists with event planning, securing agreements, signatures, and preparing applicable correspondence. Performs event registration, processing payments and maintaining database and applicable documentation Assists with event set up and clean up as requested. 	X	5%
6.	Assumes other responsibilities as apparent or assigned		

SCOPE AND IMPACT OF JOB:

What is the scope of this position? Indicate the nature of judgment, problem solving and analysis required. Describe the level of responsibility and decision making authority and the risk and impact of those decisions for the City.

Scope/Responsibility Very Little Low Moderate High Very High

Judgment/ Problem solving Very Little Low Moderate High Very High

Level of Risk Very Little Low Moderate High Very High

QUALIFICATIONS:

Minimum requirements to competently perform the key responsibilities of this job in terms of educational background, work experience, licenses/certifications, physical requirements and other knowledge, skills, and abilities.

- High School Diploma or equivalent.
- 3-5 years administrative assistant experience.
- Excellent written and oral communications skills; Good use of English language – speaking, reading comprehension, spelling, grammar and punctuation.
- Ability to communicate with public in a diplomatic and respectful manner.
- Flawless attention to detail and excellent organizational skills.
- Ability to multi-task and effectively handle multiple interruptions.
- Expertise in Microsoft Office Suite (Word, Excel, PowerPoint). Knowledge of Publisher preferred.
- Experience working with QuickBooks or other bookkeeping software a plus.
- Excellent typing skills.
- Ability to utilize a multi-line telephone, adding machine and copier/fax/scanner.
- Experience working with volunteer programs a plus.
- Demonstrated commitment to customer service and exceptional follow-through.
- Ability to operate required office equipment in order to send and receive information with necessary

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities and skills required. It is expected that the employee performs these and any other activities which may be assigned or which may occur in the normal course of work. This description is not a contract or guarantee of employment

- optical, auditory and manual dexterity.
- Ability to use a keyboard to enter, retrieve or transform words or data.
- Ability to walk, stand or sit for an hour or more at a time.
- Ability to lift or carry objects weighing 5-30 pounds.
- Flexible schedule with availability on some nights and weekends.
- Valid driver's license.

KEY WORKING RELATIONSHIPS

The positions within the Center (but outside the immediate work area) or those individuals, vendors, customers, etc. outside the Center with which this job has a regular working relationship. Note whether they are internal or external contacts, the frequency of contact (daily, weekly, etc.) and indicate the general nature or purpose of the contact if possible.

Contact	Internal/External	Frequency	Nature/Purpose of Contact
Executive Director	Internal	Daily	Center business
Assistant Director	Internal	Daily	Center business and serving as back-up to Administrative Office as needed
Board of Directors	External	As Needed	Program and Event related responsibilities, correspondence and tasks
Center clients and visitors	External	Daily	Responding to phone calls/emails, receiving messages, scheduling meetings, other general correspondence

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