



JOB TITLE: Administrative Assistant
STATUS: Non-Exempt/Part-Time
REPORTS TO: Client Services and Community Partnership Manager
CREATED: Revised January 2024

POSITION SUMMARY:

The Administrative Assistant provides support to the President & CEO and Deputy Directors by performing administrative tasks to meet the needs of the staff, volunteers and donors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Answer the phone, monitor the voicemail box, make client appointments as needed
- Support the CEO with insurance documents, payroll management, calendar management & filing
- Responsible for remote bank deposits
- Coordinates staff meetings
- May support data entry and other tasks for other departments within the organization
- Assist the CEO in preparing printed materials and assist in the planning and coordination of events and with projects as they arise
- Maintain grant proposal and grant report schedule for team
- Assist in the supervision and coordination of volunteers who are providing office support
- Data entry and database hygiene (i.e. ensuring data entry and data management standards are met by everyone who enters information into the database)
- Provide back-up support for staff when they are on leave
- Sustain positive relationships with volunteers, clients and donors via telephone, email and in person
- Order office supplies and stationery as needed; filing as needed
- Other tasks as assigned

QUALIFICATIONS, KNOWLEDGE SKILL REQUIRED: (Minimum education and experience needed to perform the job adequately)

- High School Diploma or GED required
- At least two years of related work experience required
- Experience working in a nonprofit with diverse client populations and diverse volunteers a plus
- Must be fluently bilingual in English and Spanish
- Knowledge of general office procedures and practices required
- Ability to appropriately handle confidential information
- Excellent interpersonal and communication skills and the ability to work with a diverse population
- Excellent time management skills, able to prioritize multiple urgent projects and meet deadlines.
- Ability to maintain a high level of flexibility and follow-through
- Ability to work collaboratively with others and the ability to succeed on an interdependent team, while being accountable for projects

- Team performance orientation, with ability to jump in and learn as needed in a small team environment
- Self-starter with ability to work well under pressure and thrive in an extremely fast-paced, continually changing work environment
- Excellent computer skills and skilled in word processing, spreadsheets, database and presentation software including Microsoft Office Suite required
- Ability to work occasional evenings and weekends required.
- Must be responsible, dependable and display the highest level of integrity

ADA SPECIFICATIONS

This position may have to stand, bend and lift. Up to 40 lbs. may occasionally need to be carried. This is a part time position (approx. 25 hours per week).

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.