

Title:	Administrative Assistant
Hours:	Up to 40 hours per week
Wage Range:	\$19.55 to \$25.68 per hour
Supervisor:	Executive Director
Exempt Status:	Non-Exempt

Job Summary:

Administrative Assistant supports various functions of the General Administration Department for the agency. The position supports primarily the needs of the Executive Director and Human Resources and Marketing Director with a wide variety of administrative tasks. This position may also support the agency with a variety of areas to allow for the effective functioning of the administrative department.

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

- Responsible for working with liability insurance company for annual renewals, additions, deletions, requests, etc.
- Provide administrative support for the Human Resource Department including inputting data, requesting data, tracking information, etc.
- Maintains paper filing monthly
- Completes all preparation for interviews
- Drafts policies and plans for review
- Provide support and organization for agency safety committee. Initiate meetings, update policies, inspect for safety hazards, etc.
- Provide support for marketing and outreach including support for the email server and distributions
- Provide reception back-up for Program Assistant
- Support the administrative department with fundraising and donor relations and letters
- Supports outreach and other events by prepping and attending
- Attend meetings with Executive Director when needed
- Provide support for in person or virtual all staff meetings
- Conduct research for Executive Director on potential programs and other projects
- Provide support with newly developed programs during set-up and implementation
- Work within deadlines as assigned
- Other related duties as assigned

Required Skills/Abilities:

- Excellent level of proficiency in Word, Excel, PowerPoint, internal email, and Google Workspace
- Ability to demonstrate solution focused approach to problem solving within a team environment
- Excellent written and communication skills
- Ability to complete paperwork as required
- Ability to learn resources available
- Ability to pass background clearance

Education and Experience:

- High school diploma or equivalent
- 2 years' experience providing clerical support to multiple staff or projects
- 2 years' experience organizing office functions

- 2 years' experience maintaining files and working with a filing system
- 2 years' experience record keeping

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.