



**Job Title:** Administrative Assistant

**Reports To:** Executive Director

**Position:** Part Time

**Summary:** The function of the Administrative Assistant is to oversee the day-to-day functions of the organization by providing administrative assistance, managing Human Resources, and providing bookkeeping services. The position of Administrative Assistant encompasses all areas of administrative and clerical support to the Executive Director, Center Staff and Board.

The Administrative Assistant shall have sufficient training, education and/or experience to complete the duties assigned and have sufficient social skills to interact professionally with the community and agency representatives.

This position requires both a broad understanding of community/public relations and working with a diversity of people and issues. It also requires a knowledge of and sensitivity to identify cultural and ethnic issues in working with African-American, Hispanic, Asian and Native American persons.

**Key Responsibilities:**

- Answering telephone, direct, screen calls, taking and relaying messages.
- Provide information to callers, greet persons entering the organization and direct individuals to appropriate destinations.
- Providing general clerical and administrative support to all levels of professionals. Preparing letters and documents, receiving and sorting deliveries.
- Ensuring that common areas in office premises are equipped with required office supplies as appropriate.
- Pick up mail at the post office. Sort, follow mail protocol for archiving and distribute mail and deliveries to appropriate staff members.
- Assist with meeting planning and logistics, set-up and breakdown as needed.
- Support development efforts by providing data entry, managing in-kind donations and other tasks as needed.
- Maintain positive relationships with stakeholders, partners, and outside vendors.
- Create, format, and update documents, including letters, memos, status reports, presentations, spreadsheets, internal staff lists, and other related documents.
- Manage donor and volunteer records, and Board documents, etc.
- Manage therapy appointments and schedule for center therapists.
- Assist all staff with maintaining the cleanliness of the building.
- Assist with projects as needed.
- Assist with Bookkeeping services, cash receipt process.
- Create a safe environment and engage in developmentally sensitive, culturally respectful interactions with children and families.

- All other duties as assigned.

**Education & Qualifications:**

- 2 to 4 years related work experience; previous non-profit work a plus
- Bilingual English/Spanish a plus
- Strong IT knowledge/computer skills required; comfortable in a Google Suite work environment
- Data entry/database experience required
- Knowledge of basic bookkeeping skills
- Well-organized and detail-oriented
- Ability to multitask and work well under pressure in a fast-paced environment
- Ability to maintain focus and prioritize in a busy setting
- Strong communication skills, both written and oral
- High energy and enthusiasm
- Ability to lift at least 40 lbs
- Must have reliable transportation and valid driver's license

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