



Job Title: Administrative Assistant

Position: Part Time \$18/hour

Position Summary

The Administrative Assistant keeps Wally's House running smoothly by providing organized, dependable support to the Executive Director, Center staff, volunteers, and community partners. This role coordinates office operations, records, communications, and volunteer activities, requiring strong organization, discretion, and sound judgment, along with professional, culturally respectful interactions with children and families.

Key Responsibilities

Front Office & General Administration

- Answer, screen, and direct phone calls; greet visitors and direct them to appropriate staff.
- Provide clerical support to staff, including letters, documents, spreadsheets, and reports.
- Process incoming mail and deliveries (pickup, sorting, scanning, filing, distribution).
- Maintain organized office areas, supplies, and administrative files, including reference materials, templates, and checklists that support consistent office procedures.
- Maintain accurate contact, Board, donor, and volunteer records and lists.
- Support special projects, process improvements, and administrative systems as directed.

Meetings, Scheduling & Program Support

- Prepare agendas and materials, send reminders, and coordinate logistics (setup/breakdown) for staff, Board, Event Committee, and other meetings.
- Provide administrative and logistical support for forensic interviews, clinics, and other Center activities, including recording program statistics.
- Coordinate volunteers for events and ongoing Center needs (scheduling, communication, hours).

Development, Donor & Event Support

- Support development activities through data entry, donation processing, and in-kind donation tracking.
- Prepare and track donor/sponsor thank-you letters, donation receipts and donor records.
- Coordinate fundraising and community events, including planning materials, sponsor/donor lists, RSVPs, volunteer coordination, day-of logistics and follow-up.

Communications & Outreach

- Prepare flyers, social media graphics, and event materials using approved organizational templates.
- Support social media communications, including event promotion, partner sharing, and scheduled posts.

Professional & Client-Centered Conduct

- Maintain confidentiality when handling organizational, donor, personnel, client, and program information.
- Create a safe, welcoming environment through developmentally sensitive, culturally respectful interactions with children and families.
- Work collaboratively with staff, volunteers, and community partners while maintaining appropriate professional boundaries.
- Perform other duties as assigned.

Education & Qualifications

- Ability to lift at least 40 lbs.; reliable transportation and a valid driver's license required.
- Bilingual English/Spanish a plus.
- Ability to work respectfully with diverse children, families, staff, volunteers, and partners.
- Professional, dependable, and able to exercise good judgment and confidentiality.
- Well-organized, detail-oriented, and able to prioritize, meet deadlines, and adapt independently.
- Strong written and verbal communication skills.
- Proficiency in Google Workspace, Microsoft Office/Excel, electronic file management, and data entry.
- 1–2 years of related administrative, office, or nonprofit experience (or equivalent).

Position Expectations

This is a hands-on administrative role in a small, mission-driven organization. Responsibilities may vary based on organizational needs, seasonal events, and priorities.