

Assigned Person:

(Check One) Part-Time Full-Time (Check One) Salary Hourly

Hours worked weekly: 10-25 hours- Project/Administrative Assistant – Non-exempt
Contract -Temporary

Position Focus Sheet

I. Title of Position:

- Project/Administrative Assistant

II. Purpose of Position: (general description)

Project/Administrative Assistant will share the vision of the organization and work as part of a team to help foster the emotional, spiritual, physical, and mental needs of the residents. Responsibilities will include basic office management tasks such as answering phones, filing, scheduling/confirming appointments, general office responsibilities, special projects and event planning assistance, processing incoming donations, assisting with fundraising events, bulk mailings and other tasks as assigned by the Executive Director as a part of the team.

- Assist with daily administrative tasks such as – answering phones, greeting donors & processing donations, sending thank yous, filing, making copies, scheduling tours, light office cleaning
- Assisting in special projects – such as helping Executive Director and Event Planning committees with fundraising, development planning, events, campaigns, specified initiatives or classes
- Coordinating volunteers for special events and recruiting members to help special project planning committees
- Maintaining donor database for monthly donor statements and mailings
- Assist Executive Director in purchasing supplies, grant research, day to day operations research
- Work collaboratively with Executive Director and other Case Manager to make sure shifts are covered by volunteers, if needed
- Lead out on bulk mailings and individual giving campaign special projects
- Attend monthly staff meetings
- Attend continuing education classes
- Receive and follow-through with house emails and phone calls, communicating accurate information to contact persons

- Help at all fundraisers as part of the team
- Responsible for keeping the house “tour ready” and giving tours as needed, when Executive Director and Case Manager are unable
- Other duties as assigned

III. Reports To: (direct supervisor)

- Executive Director

IV. Primary Strengths Required:

- Well-organized and attention to detail and follow-through
- Ability to quickly pivot from one task to another with flexibility in a fast-changing environment
- Strong knowledge of resources available in the community
- Organized
- Highly developed administrative skills – notes, planning, goal setting
- Well-planned
- Team player
- Ability to both – do and delegate (strong ability to recruit and cultivate/appreciate volunteers and interns)
- Strong communication skills – able to effectively communicate to other members of team each resident’s needs

V. Minimum Requirements:

- Must be able to pass a background check and drug test
- High School Diploma or Equivalent
- College Degree Preferred
- Must have valid Driver’s license
- Minimum of 3-5 years of proven administrative performance
- Microsoft Office – Word, PowerPoint, Excel proficient required
- Detail oriented with excellent time management, organizational, communication, interpersonal, and computer skills
- Able to work in a high tolerance Harm Reduction model with Members who have multiple barriers
- Strong interpersonal and team building skills
- Self-starter with the ability to stay ahead of the curve and thrive in fast-paced work environment
- Able to obtain and maintain CPR/1st Aid certification