

## **Job Description**

**Job Title:** Administrative Assistant

**Reports To:** Executive Assistant

**FLSA Status:** Non-Exempt

**Department:** Administration

**Summary:** Provides administrative support to the Community Enrichment Center. Answers incoming telephone calls, determines purpose of callers, and forwards calls to appropriate personnel or department. Answers questions about organization and provides callers with address, directions, and other information. Welcomes on-site visitors, determines nature of business, and announces visitors to appropriate personnel.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Reads and routes incoming mail.

Composes and types routine correspondence.

Organizes and maintains G&A file system, and files correspondence and other records.

Answers and routes telephone calls.

Greets scheduled visitors and conducts to appropriate area or person.

Conducts research, and compiles and types statistical reports.

Makes copies of correspondence or other printed materials.

Prepares outgoing mail and correspondence, including e-mail and faxes.

Orders and maintains supplies, and arranges for equipment maintenance.

Processes donations and bank drafts according to established processing procedures

Enter in-kind donations into the donor database in coordination with the Development Department

Assist with CEC social media strategies as directed by Development Department

### **Competency:**

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

**Language Ability:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups customers or employees of organization. Bilingual skills are a plus for this position.

**Math Ability:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:**

To perform this job successfully, an individual must be proficient in Microsoft Word & Excel along with strong familiarity of Email; internet, and Database software.

**Certificates and Licenses:**

No certifications needed

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 10 pounds. While performing the duties of this Job, the employee is regularly required to sit. The employee is frequently required to use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to reach

with hands and arms.