

Administrative Secretary

Department: Administrative

Status: Nonexempt / Part Time

Pay Range: \$13.00-17.50 per hour

Reports to: Executive Director

Supervisory Responsibilities: None

Position Information: This position works with the Executive Director and the Development and Communications Director to provide administrative support for Board functions and Development and Communications.

Essential Duties and Responsibilities

- Maintains Board and Committee materials and calendar.
- Records minutes at Board meetings and other meetings as needed.
- Supports Executive Director in preparation and distribution of communication materials.
- Assists in fund development data entry, tracks event attendees, and assists Development and Communications Director in day of event responsibilities.
- Receives donations, processes weekly deposit, and processes regular receipt and thank you letters,
- With other administrative staff, provides back up for welcoming and directing guests to the lower level of the Center.

Educational Requirements and Qualifications

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Possesses a high school diploma or equivalent.
- Minimum of three years of administrative experience, preferably in a non-profit setting.
- Basic understanding of non-profit governance structure.
- Demonstrates knowledge of Microsoft Office platform and Zoom tele-meeting software, with proficiency in Word, Excel, and Outlook.
- Demonstrates strong detail-oriented, communication, and organizational skills.
- Demonstrates experience working in highly confidential situations and with highly confidential information.

Competencies

To perform this job successfully, an individual should demonstrate experience in and commitment to the following competencies, in addition to normal job responsibilities related to these competencies:

Advocacy and Public Policy - Recognize issues surrounding child sexual abuse and how awareness and prevention efforts enhance community awareness of child sexual abuse and encourage children and adults to report abuse.

Communications - Present self and agency professionally in oral or written communications, writing or speaking clearly and informatively with empathy and understanding; exchange information efficiently and effectively, listening and seeking needed clarification; contribute to the overall culture of the Center through healthy communication, respect, and commitment to the agency's mission, vision, and values.

Financial Management and Social Entrepreneurship - Possess basic understanding of budget and fiscal needs of a nonprofit, including familiarity with Center's sources of funding and importance of financial responsibility.

Fundraising and Resource Development - Work alongside staff and volunteers to meet cash match requirements for state and private grants, participate in community tours of agency and represent department to community.

Data Management - Maintain confidentiality of client information and provide accurate and timely tracking of client demographics and Center services.

Direct Service - Possess awareness of direct services provided by agency to understand organizational mission and own role in it.

Human Resources Management and Volunteerism - Work alongside and act as resource for program volunteers; nurture and support the volunteers under your supervision through regular communications and being accessible and approachable.

Leadership and Governance - Recognize organizational values and represent them in everyday activities.

Legal and Regulatory - Understand confidentiality and mandated reporter requirements surrounding child welfare.

Planning and Evaluation - Assist in reporting data and evaluating programs, presenting accurate and timely information.

Flexibility and Adaptability - Possess skills in project and time management through detailed work in a fast-paced, ever-changing environment; establish and maintain cooperative and supportive working relationships with members of direct team, whether staff or volunteer, and the multidisciplinary team as a whole; and contribute to the overall culture of the Center through healthy communication, respect, and commitment to the agency's mission, vision, and values.

Personal Care and Development - Seek out and participate in professional development opportunities, both external and internal; commit to self and agency care.

Building of Global Capacity - Commit to intercultural development and seek to understand the unique needs of clients and donors of different backgrounds.

Work Environment and Physical Requirements

- 10-15 hours per week worked on site at the Children's Advocacy Center of Kent County on an agreed upon schedule. Generally worked Monday, Wednesday, and Friday, from 10:00 a.m.-2:00 p.m., and the second Tuesday of every month from 9:00-11:00 a.m. Some hours outside this schedule may be required.
- A trauma-rich environment with clients in crisis situations.
- Physical requirements include ability to sit for long periods of time in a typical office environment, light lifting of up to 25 pounds.