

Administrative Services Assistant

Supervisory Responsibilities: None

Essential Duties and Responsibilities

Administrative Support

- Supports Operations Director on ongoing operational, administrative, and building projects; performs monthly bank reconciliation and report review; and provides back up for general building needs.
- Supports Development & Communications Director in maintaining website and developing social media content.
- Supports President/CEO by providing assistance in strategic projects.

Kids Have Rights Support

- Assists Prevention Services Supervisor in scheduling Kids Have Rights presentations and data entry.

Volunteer Coordinator

- Identifies agency volunteer needs, duties, and assignments.
- Recruits volunteers through website, Volunteer/Intern Fairs, and community events.
- Interviews, trains, schedules, and supervises volunteers.
- Maintains Volunteer/Intern records and time sheets.

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.

- High school diploma or equivalent.
- Minimum of three years of administrative experience, preferably in an office setting.
- Demonstrates knowledge of Microsoft Office platform, including Word, Excel, and Outlook calendar.
- Demonstrates detail-oriented, communication, and organizational skills.
- Demonstrates executive-level understanding of confidentiality.