

**POSITION DESCRIPTION
ADMINISTRATIVE ASSISTANT**

DESCRIPTION:

This position is responsible for the efficient functioning of the general office and direct service activities as needed by clients on the phone or walk in. The position provides clerical and administrative support to the Executive Director and Board of Directors. The administrative assistant is also responsible for all grant reporting. This is a full time position.

SUPERVISOR: Executive Director

MINIMUM REQUIREMENTS: Some college preferred. Excellent computer and Microsoft Office skills. Experience with grant reporting. Strong verbal and written communication skills. Excellent organization and multi-tasking skills. Flexibility and compassion in working with families in crisis.

DUTIES:

1. Coordinates general office activities to insure that all clerical tasks are completed in a timely and accurate manner.
2. Answers business phones in a professional and courteous manner to include screening incoming calls and relaying them properly, providing correct information and referrals to callers, and providing information and support to victims of domestic violence.
3. Greet and assist walk in clients with donations and/or all necessary forms for their appointment.
4. Responsible to establish what information is required for reporting purposes to funders and complete monthly and quarterly reports for funders.
5. Establishes and maintains efficient, comprehensive filing system that is easily accessible to all staff.
6. Assist with staff forms and staff meeting notes necessary to smooth functioning of Someplace Safe, Inc.
7. Operates office machines properly and efficiently, and arranges for their maintenance according to prescribed schedules.
8. Assist with fundraisers and new grant applications as needed.
9. Assist with office volunteers by monitoring their time effectively and completion of projects.
10. Keeps accurate inventory of all equipment and office supplies, orders supplies as necessary with agency budget and ensures that cost saving measures are taken.
11. Attends staff meeting, participates in in-service training and participates in related professional activities as guided by supervisor.
12. Creates and maintains an atmosphere of support and assistance for all clients, shelter residents and staff.
13. Follow appropriate "chain of command" established by Agency.
14. Completes all of the above duties in a manner consistent with the program philosophy of Someplace Safe.
15. Other duties may develop within the course of events. The Executive Director has the authority to assign tasks not presently covered, or delete tasks presently covered in this description.

I have read and understand the information regarding this position.

Signature _____
Revised: 10/11

Date: _____