



Administrative Assistant Residential

GENERAL FUNCTIONS: Provide administrative support for all business operations of an emergency shelter. Flexibility and focus are essential in this environment.

ESSENTIAL FUNCTIONS:

- 60% Provide administrative support to the Executive Director and Leadership Team. Answer phones/door. Organize/file documents, retain records in an organized way, operate with a high degree of respect for confidentiality, complete transactions including accounts payable and receivable, make bank deposits, pick up and deliver mail, maintain donation records, produce acknowledgements for donors, assist with the coordination and execution of the holiday program, coordinate and execute team events, facilitate IT services as needed.
- 20% Relationship manager of agency vendors, donors and service repairmen. You are the first impression of our agency as you are answering the business line and door, we want it to be a pleasant experience for all.
- 15% Records and document management. Coordinate service repairs and keep records for cohesive care of equipment.
- 5% Other duties as assigned related to agency business and attend trainings and team meetings as required.

MINIMUM REQUIREMENTS:

Education: High School Diploma, Some College or Associate Degree in related field. Bachelor's Degree preferred with working knowledge of professional administrative practices and expectations.

Other: Fluency in languages other than English and cultural knowledge are a plus. Must have a valid driver's license as appropriate per job needs. Complete ODVN Family Advocate training and become registered advocate within first year of employment.

Supervised by: Executive Director

STATEMENT OF INCLUSION: Our dedication to inclusion and non-discrimination is steadfast. We honor the link between intimate partner abuse and other forms of oppression. No person will be denied opportunity for employment, shelter, housing, or participation in programming and services, nor will they be subject to discrimination in any project, program, or activity, on the basis of actual or perceived age, race, color, religion, national origin, ethnicity, sex, sexual orientation, gender identity, familial status, pregnancy, handicap or disability, disabled veteran, Vietnam era veteran, or other protected status.