



OFFICE ADMINISTRATOR

DEPARTMENT: CE

REPORTS TO: Senior Program Director

CLASSIFICATION: Non-Exempt

OF HOURS: Part-Time, 16-24 hrs

PAYRATE: D.O.E.

POSITION PROFILE:

The Office Administrator is responsible for assisting coordination the Healthy Start Military Family Resource Center operations, procedures, data/record keeping and print and digital media communication in order to ensure organizational effectiveness and efficiency.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Data entry, monthly data reporting, sending and tracking referrals
- Track expenses, complete check requests, and maintain petty cash funds
- Maintain positive communication and service with families, donors and partners
- Support coordination of events, book venues and order marketing/program materials; respond to general information inquiries, outreach event requests and schedule staff to attend
- Manage meeting reminders/scheduling, record minutes and distribute afterwards
- Support production and promotion of newsletters, flyers, calendars, social media posts and outreach material
- Accurately represent the agency to and maintain positive working relationships with the general public, clients, funding sources, government bodies, etc.
- Other tasks as assigned by the Director

QUALIFICATIONS (Education, Experience and Certifications):

- Bachelor's Degree preferred or commensurate experience in Social Work/Services, Marketing, Communications, or related field
- Prior experience in non-profit sector preferred
- Understanding of military culture/experience preferred

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong written and verbal communication skills
- Ability to plan, coordinate and implement activities; also to multi-task
- Proficient with Microsoft Office, Publisher and Database Management
- Graphic Design experience preferred (Adobe InDesign, PhotoShop, etc.)
- Website and social media management familiarity
- Strong administration and organizational skills
- Strong customer service skills
- Capable of working independently and responsibly
- Ability to maintain a high level of accuracy in preparing and entering information



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WORKING CONDITIONS:

ENVIRONMENT: Office and occasional off-site functions. Typically an office environment with adequate lighting and ventilation and a normal range of temperature and noise level.

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to sit, use hands and arms to perform repetitive motions. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Moderate dexterity application of basic skills (calculator, keyboard, hand eye coordination, etc.).

MENTAL: Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level. Must be emotionally mature, stable, tactful and be able to provide professional leadership.

The Job Description is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.