



JOB DESCRIPTION ADMINISTRATIVE ASSOCIATE

FUNCTION:	To provide administrative services for the Humboldt Park Outreach Program (HPOP) and executive assistance to agency leadership
STATUS:	Full-time
CLASSIFICATION:	Non-exempt
REPORTS TO:	Executive Director
WORKS WITH:	Associate Director, Development Director, and Fiscal Manager

Office Responsibilities

1. Act as receptionist; greet clients, donors, and other visitors. Answer and route all phone calls.
2. Open, date and distribute daily mail; post and mail materials.
3. Type correspondence, grant applications, reports, office and program forms, and other materials as assigned.
4. Assist with mailings for the development department.
5. Serve as staff support for Board of Directors.
6. Perform other routine office tasks and responsibilities as assigned.

Executive Assistance

7. Schedule appointments, and managing an active calendar of appointments for the Executive Director
8. Proactively addressing conflicts in scheduling for the Executive Director
9. Drafting and editing correspondence for the Executive Director
10. Prepare reports and/or special projects, which may include data collection, coordination, final copy preparation, distribution, etc.
11. Compiling documents for appointments and meetings, including bimonthly board packets
12. Support filing and organization of working files for Executive Director
13. Coordinate travel arrangements, prepare itineraries, plan logistics, and submit expense reports
14. Maintain confidentiality of highly sensitive information
15. Manage complex office administrative work requiring the use of independent judgment and initiative
16. Organizing meetings, including scheduling, sending reminders, and organizing catering when necessary
17. Supports communications activities, fundraising, and accounting activities as needed
18. Completes special projects as assigned

Qualifications



JOB DESCRIPTION ADMINISTRATIVE ASSOCIATE

1. Bilingual English/Spanish.
2. 5 years of experience in administrative support functions
3. Strong organizational skills and ability to prioritize multiple tasks seamlessly with a strong attention to detail
4. Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and social media web platforms
5. Very strong interpersonal skills and the ability to build relationships with key stakeholders
6. Capacity to work effectively with others of diverse ages, languages, races, ethnicities, sexual orientation, religious beliefs, mental/physical abilities, and socioeconomic status.
7. Ability to work independently and cooperatively.
8. Proficiency using personal computer, copier, fax, postage machines, and other standard office equipment.
9. Knowledge of filing systems.
10. Must be able to lift up to 25 pounds.
11. Availability to work a flexible schedule including occasional evenings, nights, and weekends.
12. Dedication to empowerment of DV survivors and children, as well as a commitment to and understanding of anti-oppression and social justice work.
13. Knowledge of domestic violence and crisis intervention, or availability to complete CAWC's 40-Hour Domestic Violence Training.

Employee Signature: _____

Date: _____