

## Administrative Assistant

### Job Summary:

The Administrative Assistant provides operational and administrative support to the Senior Leadership Team of the Samaritan Community Center. Reporting to the Executive Director, the Administrative Assistant is responsible for all aspects of office administration in addition to specific areas of responsibility assigned by each Director to help maximize Senior Leadership productivity.

### Education and Experience:

- Required minimum of 5 years of office management and/or executive assistant experience utilizing software for accurate reporting, communicating verbally and in writing effectively, and creating strong relationships with colleagues, donors/customers, and the community at-large. Donor Perfect (CRM software) and Cervis (Volunteer software) strongly preferred.
- BS/BA degree in Business, Nonprofit Management, or related field preferred.
- Personal experience giving back as a volunteer and financial donor of nonprofit organizations.

### Position Type and Hours:

Full-Time    Average hours per week: 36

### Supervisory Responsibilities:

- Participate in the hiring and training of office staff (currently a receptionist) and administrative volunteers.
- Conduct performance evaluations that are timely and constructive.
- Handle discipline and termination of employees as needed in accordance with company policy.

### Responsibilities:

- Oversee administrative functions including management of multiple calendars (leadership team, building usage, employee time off, front desk coverage, and employee recognition), security system/keys/keycards, purchasing (including paper products, office supplies, routine shop supplies, and stationery/business cards), and meeting minutes and distribution. Arranges for food and setup of staff/board meetings.
- Assist Finance Director including taking deposits to the bank and scanning paperwork.
- Assist Human Resource Director including onboarding new employees (ordering nametags and business cards, key distribution, credit cards, employee photos, email set-up, etc.). Provide list and cards for monthly employee birthdays and anniversaries for leadership team to sign and mail.
- Assist Program Operations Director including onboarding new volunteers (ordering nametags, completing paperwork, setting up profile in Cervis, and providing training on volunteer sign-in/hours). Provide list and cards for monthly volunteer birthdays for leadership team to sign and mail.
- Assist Executive Director/Development Team including Donor Perfect database management, monitoring obituaries for updates, completing White Pages research, entering in-kind donations and printing associated thank you letters, identification of first-time donors and making thank you calls, coordinate quarterly thank-you calls to all donors during the quarter and document in Donor Perfect. Assist with financial donor input and thank you letters as needed.
- Provide back-up support to Senior Leadership Team in their absence as manager on duty.

**Required Skills:**

- Exceptional communication, interpersonal, and leadership skills.
- Proficient and practical managerial and diplomacy skills with the ability to handle situations with discretion and confidence.
- Proficient in Microsoft Office Suite including Teams. Experience with customer-based/donor software.
- Excellent organizational and delegation skills with great attention to detail and the ability to meet strict deadlines.
- Excellent analytical, decision-making, and problem-solving skills.

**Physical Requirements:**

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds unassisted at times.
- Working indoors in environmentally controlled conditions and outdoors in non-controlled conditions.

**Salary Range:**

Non-Exempt - \$45,000 - \$55,000

**Reports To:**

This position reports to the Executive Director.