




## Job Description

**JOB TITLE:** Administrative Assistant

**PROGRAMS:** Youth Empowering Supports  
Community Empowering Services

**REPORTS TO:** Community Programs Director

**TYPE OF POSITION:** Full Time Non-Exempt

**APPROVED BY:**  **DATE:** 4/2025  
*Executive Director*

**SUPERCEDES JOB DESCRIPTION DATED:** New 2/1/2016, 2/2/17, 12/13/18, 11/21

- I. JOB SUMMARY:** Under the supervision of the Community Programs Director and in keeping with the organization's mission and values, organizes and supports the administrative functions of the departments, including files management, program support, etc.
- II. QUALIFICATIONS/REQUIREMENTS:**
- Skills/Knowledge:** Proficient in MS Office (Word, Excel, Outlook, etc.) and communications technology
- Education/Training:** AA in business with updated training in office service functions preferred, but not required.
- Experience:** One year of experience in a clerical position, preferably in a social services agency.
- III. ESSENTIAL JOB FUNCTIONS:**
- Maintains consumer confidentiality on all levels.
  - Demonstrate acceptance and implementation of the organization's philosophy of family-centered, strengths-based, youth-driven collaborative services.
  - Serve as a primary clerical support to the Community Programs Director
  - Performs clerical tasks as directed to include: typing, filing, data entry, and photocopying.
  - Develops, organizes, and maintains Community Programs documents and records, including client/participant records.
  - Assists with coordinating agency and department special events and activities as directed by the Community Programs Director.
  - Assists with program data entry and filing, including program participation, pre/post assessments, a Consumer Satisfaction survey, and 3-6-month follow-up surveys of all program participants.
  - Assist the Community Programs Director in coordinating and reporting on programs and services.

- Assist Community Programs Director with creating, collating, and assembling required documents.
- Collect, file, and maintain required client/participant and program documentation.
- Assist the Community Programs Director in maintaining linkages with agencies and constituencies to ensure effective communication and community collaboration.
- Demonstrates ability to work independently and proactively.
- Attend trainings and meetings as required.

**IV. OTHER JOB FUNCTIONS:**

- Performs other tasks as assigned by the Community Programs Director.

**V. WORKING CONDITIONS:**

**Environment:** Air-conditioned office setting with little or no exposure to extremes of heat, noise, or health hazards; occasional meeting facility or conference setting; community presentations; indoor and outdoor activities.

**Equipment Use:** Telephone, all standard office equipment, and a passenger vehicle.

**Work Hours:** Normal working hours are Monday through Friday, 8:30 a.m. to 4:30 p.m. Flexibility is required, and weekend and evening hours may be required.

**VI. PHYSICAL DEMANDS:** Must be able to perform job duties at a computer/desk for long periods; able to lift, carry, push, or pull up to 30 pounds and infrequently up to 50 pounds.

**VII. MENTAL DEMANDS:** Frequent work under pressure, or deadlines, attention to detail, frequent decision-making, and use of judgment and discretion. Ability to prioritize and manage multiple tasks and a changing workload. Ability to work effectively in a high-traffic area.

**VIII. COMMUNICATIONS DEMANDS:** Frequent reading and writing required; requires ability to interpret written and oral needs/requests of others; must work collaboratively as a member of a team; must relate well with and work cooperatively with different ethnic groups and be sensitive to the cultural, language or dialect, financial, and educational diversity of colleagues and consumers.

**IX. OTHER:** Must have access to a vehicle, and if driving, must have a valid driver's license, a safe and responsible driving record, and a minimum of \$100,000 bodily injury liability coverage on personal auto(s).

This job description is intended to indicate the kind of tasks and levels of work difficulty that will be required of the position given the title *Administrative Assistant* and shall not be construed as declaring all the specific duties and responsibilities. It is not intended to limit or modify the supervisor's right to assign, direct, and/or control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.

Employee's Acknowledgement: \_\_\_\_\_

Date: \_\_\_\_\_