



## United Way of Greater Plymouth County

**Job Title:** Administrative Assistant

**Program/Grant Category:** Administrative Assistant

**Position Reports to:** Director of Community Services

**Work Schedule:** 30 hours per week, occasional evenings and weekends

**Classification:** Part time, Non-exempt, Hourly

**Summary:** Contribute to the efficient day-to-day operations of the Family Resource Center and Community Connections of Brockton . Create a welcoming and positive environment as the first contact most clients and visitors have with The Family Center.

### **Essential Functions:**

- Welcome on-site visitors, clients, employees and interns. Direct to appropriate locations or staff within the facility.
- Answer and route incoming phone calls. Take accurate messages when needed and deliver to the appropriate person in a timely fashion.
- Receive, sort, deliver and document incoming mail and messages.
- Schedule, organize and maintain calendar of meetings, for both on-site rooms and off-site activities. Send reminders for meetings and activities as requested. Assist in maintaining out of office calendar.
- Assists Community Connect of Brockton Coordinator (CCB), with all events planning, CCB meetings, at Center and Out in the community. Assists with coordinating CCB Magazines printing and distribution.
- Maintain bulletin boards or postings in the office as needed.
- Prepare and set up room for meetings and activities.
- Record and transcribe meeting notes when needed.
- Assist Coordinator with maintaining inventory of supplies. Fulfills approved supply requests from staff when needed. Submits request for office supplies and orders upon approval.
- Order food as instructed from the approved food requests.
- Assists with the intake of donations for inventory tracking.
- Assists with invoicing for Parent Magazine.
- Collect receipts, invoices, check requests. Support Coordinator with organizing and coding billing to submit to finance.
- Maintains filing systems. File all paperwork accurately and in a timely fashion. Updates databases when requested or as needed.
- Draft correspondence as requested.
- Assist with data reporting.

- Supports staff with other related clerical duties such as photocopying, faxing, filing and collating.
- Attend staff meetings, trainings, workshops or other meetings as required.
- Assist and support all other day-to-day functions of The Family Resource Center.

**Skills:**

- Strong interpersonal skills and the capacity to work with diverse groups.
- Demonstrate excellent customer service and communication competencies
- Proficient in Word, Excel; Office and experience with client tracking software preferred
- Experience with mail merges required.
- Ability to work independently and in a fast paced environment.
- Have good organizational and time management skills.
- Ability to manage multiple projects.

**Education and Experience**

- High school diploma or equivalent.
- Two years of experience in a clerical office or administrative assistant position.
- Experience in human services environment desired.
- Bi-lingual preferred (Cape Verdean Creole, Haitian Creole, Spanish, Portuguese)

**Physical Demands:**

- Able to lift up to 30 lbs.
- Moving tables or chairs to set up for presentations or activities.
- Carrying boxes of supplies or fliers for programs.

**Other Requirements:**

- Valid driver's license
- Access to a vehicle
- Valid CORI