

BIG BEND HOMELESS COALITION

Administrative Assistant Full Time/Exempt

Salary Range: \$12-\$14.00/hr

Position Summary: The Administrative Assistant provides support to the Directors and staff by handling a variety of clerical and administrative tasks. This position ensures visitors, clients, and callers are directed to the appropriate areas and have a positive encounter with our organization.

QUALIFICATIONS:

2 years' administrative experience in an office setting. Proficient in MS Excel and Word. Nonprofit experience a plus.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Answering and routing calls
2. Sorting and routing incoming mail
3. Office supply orders for multiple locations
4. Maintain log of all incoming cash, checks, in-kind, and any other donations
5. Preparing donor correspondence
6. Scanning and filing A/P checks
7. Mailing checks
8. Assist with preparation of monthly billings
9. Supports and participates as needed in any and all activities of the Admin dept
10. Tracking and preparing "Thank You" letters for donors
11. Assist with client scheduling

SKILLS AND COMPETENCIES REQUIRED:

1. Excellent interpersonal communication and active listening skills
2. Maintain a high level of professionalism and the ability to work independently
3. Competent working on computers, including proficiency in MS Office Suite (Word, Excel, etc.) and operating multi-line phone system.
4. Superior organizational, time management, and communication skills
5. Possess a valid driver's license and own transportation
6. Ability to successfully pass criminal background screening

POSITION WORK CONDITIONS INCLUDE BUT ARE NOT LIMITED TO:

1. Travel between BBHC locations
2. Must be able to lift up to 25lbs

Signature

Date

Supervisor

Date

Executive Director

Date