

Department Number:	600	Allocation:	Family Safety Net
FSA:	Non-Exempt	FTE:	.5
Reports to:	Family Safety Net Director	Updated:	09/09

JOB DESCRIPTION

- I. **Position Title:** **Administrative Assistant** **Part-Time**
- II. **Position Summary:** Performs a variety of administrative support duties for the Family Safety Net Program
- III. **Qualifications:**
- a. Education: Associates degree preferred
 - b. Experience: At least two years office experience
 - c. Skills:
 - i. Experience with Microsoft Office Suite, including Word, Excel, and Publisher
 - ii. Familiarity with databases – able to access and track appropriate information
 - iii. Ability to answer phones and use computer
 - iv. Strong organizational skills, flexibility, and ability to meet deadlines
 - v. Ability to work in collaborative environment
 - vi. Excellent written and verbal communication skills
- IV. **Responsibilities:**
- a. **Provide administrative support to Emergency Assistance Program**
 - i. Provide administrative support to Emergency Assistance Program
 - ii. Enter client data into databases and pull reports (Access and HMIS)
 - iii. Organize files, filing, correspondence, and copying
 - iv. Facilitate mail merges and department correspondence
 - v. Assist with newsletter articles and flyers
 - b. **Provide administrative support for the EFSP grant**
 - i. Assist with reports, database, and grant data
 - ii. Coordinate the Resource Stand materials
 - iii. Assist with client survey process and the Point in Time surveys
 - iv. Provide assistance as needed with large volume of calls from clients, community members, and donors, coordinate scheduling and reporting for DHS@JFS
 - v. Provide administrative support to the Weinberg Food Pantry
 - vi. Attend meetings as required
 - vii. Assist with volunteer management and scheduling
 - viii. Coordinate calendar and notices
 - c. **Order supplies and re-stock as needed**
 - i. Provide administrative support for special projects
 - ii. Coordinate Passover project each spring
 - iii. Coordinate the VOA Basket project each fall
 - iv. Assist with Bright Holidays program each winter
 - v. Prepare orientation packets, materials, and booklets for presentations and meetings
 - d. **Other duties and projects as required**