



CHANGING LIVES &  
Building Neighborhoods Responsibly

## ADMINISTRATIVE ASSISTANT

The Administrative Assistant will manage day-to-day office needs. We are a small non-profit in a busy office with a large constituency. Duties of the Administrative Assistant include providing support to our managers and employees, assisting in daily office needs, and managing our company's general administrative activities. This position would be, in addition, an excellent introduction to the field of small business development.

### ESSENTIAL DUTIES & RESPONSIBILITIES

- Serve as point of contact between the Program Director, Program Manager, and internal staff, and IT/HR/Finance contractors.
- Monitor, assess, respond to, take messages, and distribute incoming communications
- Manage and maintain staff schedules, and appointments.
- Arrange and coordinate meetings and events, including follow ups and reminders
- Assist with managing events
- Manage organizational records and documents: file/retrieve documents and reference materials, maintain databases
- Review operating practices and implement improvements where necessary
- Assist clients with enrollment forms, collection of supporting documents, and initial intake assessment.
- Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- General office administrative duties: monitor office supplies, data entry, scan, copy, file, create/audit case files, etc.)
- Promote a positive, collaborative work environment and culture of accountability.
- Uphold CRCD's Mission/Vision and 5 Year Strategic Plan

### PREFERRED QUALIFICATIONS

- 2-5 years' experience as an administrative assistant, or in other secretarial position, or 4-year degree in business management (BA or BS)
- At minimum 1-year of working experience with Salesforce.

CONTINUED

## ADMINISTRATIVE ASSISTANT

### PREFERRED QUALIFICATIONS - CONTINUED

- Coursework or Associate (AAS) \ Degree or Certification in Business Office Administration or related discipline
- Able to learn quickly and work effectively with a wide range of communities and with minimal supervision.
- Reliable, flexible team player who works well with minimal supervision, who has a good work ethic, and an ability to set and maintain personal boundaries.
- Demonstrated ability to work on multiple projects simultaneously and to meet deadlines.
- Full comprehension of office management systems and procedures
- Excellent organizational and planning skills
- Comfortable in a fast-paced, changing environment
- Excellent interpersonal, listening, written and verbal communication skills
- Exceptional attention to detail
- Knowledge of basic communications and administrative management
- Reliable transportation: valid driver's license, and car insurance as required by law, as appropriate.
- Must display professional and appropriate telephone and email etiquette
- Bilingual in English/Spanish preferred
- Ability to work evenings and weekends may also be required.
- Local travel to run errands may also be required.