

ADMINISTRATIVE ASSISTANT

TIME: Part-time, up to 24 hours per week, M-F
BENEFITS: 403(b) Retirement Plan, Paid Vacation and Holidays
SALARY: \$12 per hour
STATUS: Non-Exempt
REPORTS TO: Executive Director

GENERAL JOB DESCRIPTION

This individual reports to the Executive Director and is responsible for providing administrative support to staff and assuming reception and phone duties. These duties include but are not limited to: quality assurance for database system, staff training on database use, supply purchasing, assisting staff with routine office tasks, including word processing, filing and assuming receptionist and phone duties. The position demands a high level of interpersonal skills, technical skills and the ability to problem solve.

DUTIES AND RESPONSIBILITIES

- Assume receptionist duties, greet public and refer them to appropriate staff members, answer phone, route calls, and take messages.
- Maintain and update countywide referral list for social service agencies.
- Assist clients who come for food assistance, stocking food shelves as necessary.
- Support the Food Distribution Coordinator in accurate record keeping, food ordering, inventory and volunteer scheduling.
- Create and maintain Meals on Wheels client database and maintain good working relationship with Allen Community Hospital staff.
- Refer clients who call seeking assistance to the appropriate staff person or to another agency able to meet their needs.
- Effectively maintain flow of clients to the Client Services Coordinator.
- Assist staff with administrative duties as requested including creating, improving and/or maintaining filing systems.
- Cooperate in the maintenance and/or modification of agency data collection system to ensure it meets requirements.
- Oversee database management for quality assurance including data entry and data entry oversight.
- Utilizing the Exceed donor database, enter financial donations and send corresponding thank you letters.
- Update and maintain agency website as needed.
- Provide training to student staff on data entry and reporting.
- Assist with completion of necessary reports as requested.
- Compile statistical information for Executive Director and Client Service Coordinator as requested.
- Distribute incoming mail and prepare outgoing mail including bulk mail.
- Record incoming checks and donations of food and other items accurately.

- Maintain lobby and front desk area keeping it clean and free from clutter.
- Recycle paper and other items weekly.
- Provide supervision to volunteers, students and community service workers.
- Ability to be flexible and to multi-task.
- Order office supplies and monitor inventory.
- Update and maintain mailing lists.
- Produce mailing labels, reports and brochures as requested.
- Copy and assemble Board packets, mailing as necessary.
- Maintain office equipment including computers, copy machine, printer, fax and telephones.
- Maintain appropriate interpersonal relationships with employees, peers, and clients.
- Other duties as assigned.

REQUIRED QUALIFICATIONS

- High School degree or equivalent experience.
- Demonstrated written and oral communication skills
- Demonstrated ability to work independently and as a team.
- Minimum two years clerical or administrative experience.
- Word processing skills.
- Proficiency with Microsoft Office software including Word and Excel.
- Knowledge of general office machines and telephone system.
- Sensitivity to the needs of people in crisis and low income people generally.
- Ability to communicate effectively with a diverse group of people.
- Ability and willingness to work cooperatively with others.
- High degree of discretion dealing with confidential information.

PREFERRED QUALIFICATIONS

- Bachelor's Degree
- Proficiency with Microsoft Access.
- Proficiency with Adobe Illustrator.
- Proficiency with Dream Weaver software.
- Experience maintaining an Access database system.
- Experience working for a non-profit organization.
- Prior experience supervising and training young people
- Experience in grant reporting.
- Experience preparing bulk mail.

All positions of Oberlin Community Services are open to all members of the community, without regard to race, color, creed, religion, national origin, sex, age, marital status, sexual orientation, economic status, or disability.

Application Procedure

Submit cover letter and resume by August 27 to: Oberlin Community Services

285 South Professor Street Oberlin, OH 44074
Attn: Search Committee