



HOUSING SENIORS | CREATING HOPE | PILOTING CHANGE

POSITION DESCRIPTION

POSITION TITLE: Administrative Specialist

POSITION PURPOSE: The Administrative Specialist will perform a variety of administrative tasks and support for organization's senior-level managers, ensure timely attention to office operations detail, and support the professional service commitment of the agency.

REPORTS TO: Associate Director

RESPONSIBILITIES

Executive Support

- Provide personalized and timely support to senior leadership members.
- Act as the point of contact for Executive Director with external partners.
- Manage calendars and set up meetings for Executive Director.
- Make travel and accommodation arrangements as needed.
- Provide data entry support for Housing Program at the request of Program Director.
- Screen and direct phone calls and distribute correspondence.

Human Resources

- Provide administrative support to the Associate Director and the agency to maintain the health care plan for agency employees.
- Coordinate and manage both the internal and external onboarding of new hires.
- Maintain staff contact lists including emergency contact lists and remote work contact lists.

Office & Staff Support

- Help manage IT, internet systems and contracts.
- Manage agency-wide calendars including; vacation, hybrid office, etc.
- Organize and manage external printing needs for all program and agency staff.
- Schedule staff meetings and distribute materials in advance of meetings.

- Manage subscriptions and membership renewal tracking agency-wide.
- Manage agency parking permits and organization of staff parking calendar.
- Plan, organize and execute social and self-care activities and events for staff, including annual staff holiday party.
- Act as a point of contact for agency staff for all operational needs.
- Obtain and manage agency password vault.
- Provide back up support to Executive Assistant as needed

Communications & Fundraising

- Format information for internal and external communication – memos, emails, presentations, reports, eblasts, etc.
- Maintain agency website.
- Maintain social media channels including creating content.
- Help manage agency volunteer program.
- Support agency fundraising efforts.
- Digitize and maintain donor files.

Other

- Other duties as required and/or requested by the Executive Director or Associate Director.
- Perform non-routine tasks requiring strong judgment and initiative
- Adhere to current Personnel Policies of the agency.

QUALIFICATIONS:

- At least two years administrative support experience, and proven computer experience.
- Excellent MS Office knowledge and experience
- Excellent knowledge and experience of G-Suite (Google) products, platforms
- Strong understanding of social media, internet services, computer and mobile applications (apps)
- Outstanding organizational and time management skills
- Demonstrated excellence in verbal and written communication skills.
- Ability to work independently and as part of a team.
- Strong organizational skills
- Familiarity with wide variety of office equipment, gadgets (fax and copy machines, postage meters, etc.)
- Ability to maintain discretion and confidentiality