



Job Description

Position Title: Area Assistant

Status: Non-exempt

Position Summary: The Area Assistant supports the manager's activities by coordinating and conducting the day-to-day administrative and clerical duties of the office. This position is responsible for performing general office duties, basic financial operations and maintaining up-to-date volunteer records. The Area Assistant must be a self-starter who is goal-oriented, professional and a successful problem-solver.

Reports To: Program, Area or Region Manager depending on area

PRIMARY RESPONSIBILITIES:

- Perform general office duties, including answering incoming phone calls, photocopying, filing, compiling and distributing materials, ordering supplies, preparing merged mailings, archiving records, etc.
- Perform basic financial operations, including reconciling time sheets and expense reports, preparing bills for payment, providing up-keep of on-line bank account, preparing and distributing reimbursement checks, recording and routing donations
- Maintain up-to-date records, compile statistical data and create reports
- Process and assure security of volunteer applications
- Assist with meeting and training logistics, including notices, preparations, minutes and follow-up
- Maintain all office equipment and technology, and establish service schedules
- Research and compile information for grants and volunteer/sponsor acquisitions
- Assist with special projects, fundraisers and community events
- Lead or assist with other tasks as assigned

KNOWLEDGE AND SKILLS:

- Knowledge of clerical and office administrative procedures and the operation of standard office equipment.
- High level of interpersonal and communication skills.
- Ability to use Windows-based computer software applications in word processing, spreadsheets, database, e-mail and presentation software. Ability to learn and use MS Money and Raiser's Edge database. Ability to conduct Internet research.
- Attention to detail in composing, typing and proofing materials.
- Excellent organizational skills – highly organized, well disciplined, able to meet deadlines, self-starter and able to work under pressure with many priorities and deadlines.
- Ability to work in a fast-paced environment with demonstrated ability to juggle and prioritize multiple tasks.

EDUCATION AND WORK EXPERIENCE:

- Some college education preferred
- Prior experience with office tasks

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee will be required to stand, walk and/or sit. The employee must occasionally lift and/or move up to 25 pounds. The noise level in the work environment is usually moderate.

GENERAL REQUIREMENTS:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required for the position.