



## **POSITION DESCRIPTION**

**POSITION:** Administrative Assistant

**STATUS:**  **Full Time**     **Part Time**     **Exempt**     **Non-Exempt**

*Join our dynamic and dedicated team to help provide a safe, compassionate, healing environment for children who have been a victim or witnessed a crime. Our Administrative Assistant helps uphold our values of Collaboration, Excellence, and Impact by maintaining a high level of organization and professionalism for the Center, interacting positively with staff, partners, community members, and decision-makers while maximizing productivity and efficiency.*

**FUNCTION:** Reporting to the Executive Director, The Administrative Assistant is responsible for supporting administration, fundraising, and grant-funded projects for the Children's Advocacy Center of Southern Arizona. The Administrative Assistant must be productive and organized, and willing to take the initiative to get things done. This position also requires strong communication skills and the desire to meet or exceed the expectations of decision makers, partners, staff, and volunteers.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

Responsible for clerical and administrative support:

- Assist with meeting logistics for administrative staff, including Board and Board committee meetings, monthly All Staff meetings and team meetings;
- Manage the Executive Director's calendar and make appointments as requested;
- Schedule travel for staff as needed, including training registration, flights, hotel reservations, and ground transportation;
- Assist with preparing and submitting proposals and reports, including scanning or copying required documents and completing online forms;
- Review client appointment records and data entry for consistency and completeness;
- Maintain files, make copies, and assist with email or mail as needed.

Responsible for fundraising support:

- Schedule tours for supporters and donors to illustrate the unique services of the Center;
- Assist with preparation of donor mailings by making copies, folding letters or newsletters, stuffing envelopes, adding postage, and delivering to the post office;
- Create and/or maintain mailing lists for newsletters and appeals;

- Greet supporters cheerfully by phone and in-person, ensuring they feel valued and have the information they need;
- Assist with special events by communicating with sponsors, ensuring staff and Board members have event materials, renting or purchasing supplies as requested, setting up, remaining available for unanticipated needs during the event, and cleaning up.

Responsible for supporting special projects:

- Request competitive bids as needed for insurance and large purchases;
- Assist with routine computer troubleshooting that does not require technical expertise;
- Assist partners with the reservation and use of the Conference Room, including assistance with set-up of the audio visual equipment;
- Assist with Board initiatives as needed, under direct supervision of the Executive Director.

Other duties as assigned.

**QUALIFICATIONS:**

- High school degree required, with some college or technical schooling preferred
- Three years of experience performing similar secretarial or administrative tasks

**SPECIAL ABILITIES AND KNOWLEDGE:**

- High-level organizational skills
- Ability to prioritize and meet or beat deadlines
- Ability to follow directions and anticipate needs, taking initiative when needed
- Excellent communication skills, both verbally and in writing
- Comfortable with troubleshooting minor computer issues
- Proficient in Excel and other MS Office applications
- Ability to maintain the confidentiality of sensitive information
- Must be able to pass a fingerprint and criminal background check

*Any offer of employment is contingent upon successful completion of new hire screenings, including background checks, drug testing, and professional reference checks.*

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

SACAC signature: \_\_\_\_\_ Date: \_\_\_\_\_