



Dunn House Administrative Assistant

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of employees so classified.

POSITION SUMMARY: Provide administrative support to the Dunn House Shelter.

QUALIFICATIONS:

- Minimum one year experience in an administrative position
- Basic understanding of domestic and sexual violence
- Ability to work with people in crisis
- Ability to handle confidential information with integrity
- Must have cultural agility and sensitivity
- Must have a valid driver's license
- Must maintain a good driving record and carry personal auto insurance with required personal liability minimum as mandated by Community Works' insurance carrier (current personal liability amounts for bodily injury are \$100,000.00 each person, \$300,000.00 each occurrence).
- Must successfully pass a background and abuse check

SKILLS & ABILITIES:

- Ability to handle confidential information concerning the Agency, clients, and program organizational plans, policies, and strategies with an understanding that such information will not be disclosed within or outside the Agency.
- Understanding of domestic violence, sexual assault, oppression, and related issues.
- Demonstrate ability to establish respectful relationships with clients, co-workers, supervisor, and community members/community partners.
- Strong interpersonal skills and ability to collaboratively function as part of a team.
- Capacity to maintain a helping role and to intervene appropriately to meet service goals.
- Ability to follow direction and perform duties with minimal supervision.
- Results oriented, capable of managing and prioritizing multiple tasks.
- Strong organizational and time management skills.
- Strong computer skills:
 - Experience with Windows based software applications (Word, Excel, Publisher, etc.)
 - Experience with databases and proficient at data entry
- Excellent typing, filing, and general office skills.
- Ability to communicate effectively both in writing and verbally.

ESSENTIAL FUNCTIONS:

Grant Reporting and Statistical Collection

- Collect and manage statistics
- Complete data entry
- Prepare grant reports and file them in a timely manner
- Maintain and store files in a confidential manner

Shelter Maintenance and Storage Coordination

- Act as a liaison between manager and maintenance staff
- Walk grounds daily to address any health and safety issues
- Update work lists during shelter closures and other major projects
- Coordinate special donation pick-up and storage with maintenance staff
- Collaborate with maintenance in order to keep storage clean and organized
- Meet clients at the storage unit to coordinate pick-up of donated items
- Be responsible for organization and storage of donated items

Finance and Purchasing:

- Prepare credit purchase receipts and coding for manager signature
- Code charge account purchases and prepare for manager signature
- Balance and maintain petty cash
- Prepare grocery lists and grocery shop for resident food weekly
- Communicate supply needs to manager for purchase approvals
- Maintain inventory of program supplies and shop for as needed
- Collect and organize all receipts, requests for reimbursements, time sheets, and local mileage forms from shelter staff
- Purchase items for client assistance
- Purchase birthday cards and plan staff birthday celebrations in conjunction with manager

Collaborations:

- Attend weekly Shelter staff meetings
- Take and type notes and minutes for weekly staff meetings and upon manager request
- Participate in assigned committees
- Other duties as assigned

Position Name:	Program Support Administrative Assistant
Department:	Dunn House Shelter, Advocacy Services
Supervisor:	Program Manager
Revision Date:	7/25/19
FTE:	0.8 Non-Exempt
Position #:	2019 – Program Support Admin – 540DB
Position Open:	Until filled

Send your cover letter and resume to be considered for this position. Please include position name and position number in the subject line of your email and in your cover letter.

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