

WOMEN AND CHILDREN'S HORIZONS, INC.  
Position Description

TITLE: Administrative Assistant

CLASSIFICATION: Non-Exempt

REPORTS TO: Marketing & Dev. Mgr.

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**POSITION SUMMARY:** This is a job-sharing position (part time) and performs a variety of responsibilities as they relate to providing business administration and financial aspects of the agency. Hours are either Monday - Friday, 8:30 am - 1:00 pm or 12:45 pm - 5:00 pm. **MUST BE ABLE TO WORK COHESIVELY WITH COUNTERPART.**

**EDUCATION/EXPERIENCE REQUIRED:** Associate degree in a related field or equivalent experience in a professional office setting. Previous experience working in a non-profit agency and working with volunteers is preferred. Extensive computer skills and knowledge of office procedures required. Proficiency of MS Office Suite of programs a must.

**PERSONAL AND PROFESSIONAL QUALIFICATIONS:** Excellent communication and organizational skills, as well as excellent business writing and proofreading skills; cultural competence and ability to interact with various publics; excellent interpersonal skills; must demonstrate professionalism with sound judgment and a high degree of responsibility, particularly as it relates to confidentiality. Reliable automobile with insurance and valid driver's license required.

**REPRESENTATIVE RESPONSIBILITIES:**

1. Understand and support the mission and purpose of Women and Children's Horizons, Inc.
2. Provide clerical support to the Executive Director and Management Team when necessary.
3. Assist Marketing Manager with event preparation and follow-up.
4. Monitor donor data base to make certain records are kept current.
5. Organize front desk coverage to participate in meetings, trainings and workshops as necessary.
6. Perform receptionist/secretarial support duties (i.e., greeting guests, data entry, meeting minutes, answering phones, accepting donations, processing thank you notes and sorting mail). Responsible for transferring client calls to appropriate advocate. Provide list of weekly donations to Executive Director, cc Marketing Manager.
7. Assist with coordination and execution of bulk mailings.
8. Monitor office supplies & outreach materials. Replenish supplies and keep supply room organized.
9. Keep lobby clean, up-to-date, and free of clutter.
10. Assist with Nifty Thrifty deposits under the direction of the Business/HR Manager.
11. Adhere to the organization's Code of Ethics, Policies and Procedures, Code of Conduct and Confidentiality, and Agency-Wide Employee/Manager Standards.
12. Perform other duties as assigned.

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The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Furthermore, all candidates for employment may be subjected to a police and social services check. Women's Horizons, Inc. is a non-smoking environment.

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