

COMMUNITY ACTION PARTNERSHIP OF WESTERN NEBRASKA

Administration Job Description

Job Title: Administrative Assistant

Reports to: Chief Executive Officer

Areas of Responsibility: Keep official agency board records; ensure efficient clerical and administrative functions between office/interagency/business/state/regional/and federal programs.

Major Duties:

1. Ensure smooth operation and coordination of office activities, maintains an efficient office operation and facilitate communication.
2. Promotes a welcoming and respectful environment that fosters internal and external community collaborations and support for the agency.
3. Screens incoming calls and correspondence and responds independently when possible and arrange conference calls.
4. Maintain current calendar of events, coordinate schedule and makes appointments for CEO.
5. Supervision of Administrative Receptionist
6. Responsible for activities relating to the Board of Directors meetings, including but not limited to: records (agenda, notices, minutes, resolutions); preparation of board packets, meetings, set up for food, oversight of board meeting meals as well as ensuring board packets are sent out and Dropbox is maintained, and communication with CEO's direction.
7. Be responsible for maintaining board membership as required by CAPWN By-Laws and requirements of funding agencies (recruitment and retention responsibilities).
8. Manage Administration office supply inventory and office supply purchasing function, including locating, price bidding, shipping and receiving.
9. Coordinates maintenance of office equipment.
10. Manage special projects as needed, including agency newsletter, agency Annual Report, correspondence, meeting arrangement notifications and timely submission of requested materials, data and other reports as requested.
11. Reads and routes incoming mail, assisting with mail deposits; locates and attaches appropriate file to correspondence; prepare outgoing mail and correspondence, including e-mails and faxes.
12. Generate coding sheets for Administration; accumulate all documentation.
13. Coordinates and arranges meetings, programs, or events, including preparation of agendas, facilities, catering and record/transcribe minutes of meetings.
14. Supports and assists with activities related to the CAPWN Foundation
15. Recruitment, coordination, and assignment of agency volunteers
16. Prepare and insure quality and accurate transcribed dictation, minutes/notes, confidential correspondence, reports and other complex documents.
17. Maintain record keeping system that promotes easy retrieval of documents; create and maintain database and spreadsheet files.
18. Arranges and coordinates CEO travel schedule, reservations and itineraries
19. Assist with press releases and other information presented to local and national media

20. Participate and contribute to promote quality programs through senior staff team meetings and program assessment.
21. Perform other duties as assigned.

Working Conditions:

- Office 90%, 10% training, meetings, and community interaction
- Requires ability to meet tight deadlines
- Limited out of town travel

Physical Requirements:

- Ability to bend, stoop, squat, crouch and pull file drawers
- Fine manipulation of hands with repetitive action
- Operate office machines
- Occasional lifting and carrying of up to ten pounds
- Must regularly talk, hear and have close vision ability

Minimum Qualifications:

Grade: 7

1. High School diploma or GED, three years' experience in office procedures and one year of office management.
2. Data entry speed of 15,000 keystrokes per hour (50 wpm).
3. Computer knowledge/experience with Microsoft Office programs. Advanced Excel experience preferred.
4. Ability to communicate in the English language verbally and in writing in a clear and concise manner.
5. Valid Nebraska driver's license and good driving record and insured vehicle.
6. Age 21 or over.

Grade: 8

1. Meet the minimum qualifications above;
2. AA in business or related field or six years' experience in office procedures.

Grade: 9

1. Meet the minimum qualifications above;
2. Specialized training.