



ALASKA

ADMINISTRATIVE ASSISTANT POSITION DESCRIPTION

Position Title: Administrative Assistant
Reports To: Business Administrator
Classification: Non-Exempt; Hourly; Full-Time
None

Position Overview:

The Administrative Assist is responsible for providing support to the Business Administrator for the operations of the business office, including areas that cut across all agency operations such as accounting, human resources, IT, and communications.

The Administrative Assistant is responsible for providing administrative support as directed to the Business Administrator, COO, President/CEO, Board of Directors and Director of HR. Also provides grant, and administrative support services as directed to the Vice Presidents of Departments.

VOA is a youth-serving organization providing prevention, early intervention, treatment, and recovery supports to youth and families struggling with mental illness and addiction. We are honored to walk with families during these times and provide support and hope through recovery. Our core values are **hope, compassion, integrity, stewardship, and respect**. We are looking for individuals who espouse these core values and align with this mission of services to the community.

Essential Functions, Duties & Responsibilities

- Maintains Administration file system.
- Orders and maintains office supplies for administration offices.
- Keeps office machines services as needed and working properly.
- Assumes courier duties; opens and distributes mail to appropriate programs and personnel.
- Receives agency monies and posts to the cash receipts book; makes bank deposits
- Operates petty cash for Administration Department.
- Maintains the agency donation database and sends thank you letters.
- Provides coverage for the Reception Desk when necessary.

Provides an Assistant Role in Human Resources Support

- Assist with agency HR filing functions
- Support recruiting and pre-hire activities including but not limited to: advertising positions, processing applications, conducting pre-screening calls, coordinating interviews, conducting

reference checks, participating in job fairs, coordinating background checks, and extending offers.

- Support orientation of new employees, including processing new hire paperwork, introductions, onboarding, establishing employee's file, and scheduling.
- Assist with administrative coordination of employee off-boarding, such as offboarding keys, email access, p-card returns, final pay, etc.
- Provide input and support to management team around policies, organizational structure, employee relations and other HR functions and initiatives.
- Participate as a member of employee recognition committee, which includes retention initiatives, staff retreats, employee of the quarter, etc.
- Maintain all HR records including but not limited to: employee files, training records, job descriptions, etc.
- Process and respond to outside inquiries for reporting. Maintain human resources-related databases, spreadsheets and related tools, and produce reports and information as needed.
- Assist with benefit enrollment for new employees, communicate with service providers regarding administration of benefits, coordinate open enrollment and reconcile benefit statements.
- Other administrative/management duties to support CFO and HR Director for efficient and timely execution of the necessary functions of the business office.

Other Duties

- Board liaison and documentation; travel reporting; greeting customers and providing customer service; etc.
- Assist with internal and external communications such as for internal employee newsletter, external donor relations newsletter, website updates, etc.
- Attend and participate in meetings; document agendas and action items for follow-up
- Provide support to CEO, COO, VPs, and Board of Directors as needed for effective administrative operations.
- Perform other related duties as assigned.

Knowledge, Skills and Abilities

- High School Diploma/G.E.D.
- Excellent writing and communication skills
- Excellent organization skills. Self-motivated. Ability to work without direct supervision
- Follow established procedures to safeguard client confidentiality
- Two Years of experience in typing, filing and telephones in an office environment
- Two years Microsoft Word, Excel, and PowerPoint
- Ability to make sound decisions based on information available

Working Conditions

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works in office area. Interacts with staff, consultants, and outside vendors. May be subjected to interruptions throughout the workday.
- While performing the duties of this job the employee is frequently required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to lift up to 25 pounds. The vision requirement includes close vision.

Acknowledgement

Every effort has been made to identify the essential functions of this position. However, this job description in no way states or implies that these are the only duties you may be required to perform. The omission of specific descriptions of duties does not exclude them from the position if the work is similar, related or can be considered essential to this position.

I have read and understand this job description and fully understand the requirements set forth herein. I accept the position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I further understand that my employment is at-will; that my employment may be terminated at-will by Volunteers of America Alaska or myself, with or without notice for any reason not expressly prohibited by law.

Printed Name of Employee

Signature of Employee

Date: _____