

Family Crisis Center of the Big Bend Administrative Assistant

Part- Time

Responsibilities:

Job Description:

I. Purpose: Under the direction of the Assistant Finance Director. Reporting to the Finance Director and under the supervision of the Executive Director, the Administrative Assistant will assist with managing office calendars, appointments, and scheduling meetings, maintaining confidential client records, inputting data into computer system, Answering and directing phone calls, emails, and inquiries. Ensuring smooth daily operations and managing administrative tasks.

II. Qualifications

A. Required Qualifications:

1. High School diploma or GED required.
2. Business office training or equivalent work experience including skills in the use of office equipment, including computers and software.
3. Have a car and valid Texas driver's license.
4. Excellent computer skills.
5. Strong sense of teamwork and cooperation with the ability to work independently

B. Desirable Qualifications include:

1. General understanding of family violence, sexual assault and violent crime.
2. Experience operating Microsoft Excel software programs, as well as other Microsoft Office and Adobe programs. Computer Literate.
3. Tech savvy
4. Bilingual (English/Spanish) preferred.

III. Principal Duties and Essential Job Functions:

Physical & Mental Demands:

- A. Regular attendance and ability to attend work-related events at times other than regular business hours
- B. Bending, reaching, twisting and ability to carry, file, and retrieve written documents
- C. Ability to effectively communicate orally and in writing, Exercise a high degree of diplomacy.
- D. Skill in organizing and maintaining complex record-keeping systems
- E. Ability to coordinate multiple tasks, maintain attention to detail, and meet deadlines despite interruptions.
- F. Excellent written and verbal communication skills.
- G. Capability of making mature judgments and exhibiting professionalism
- H. Ability to maintain confidentiality
- I. The ability to respond in a constructive, supportive manner to victims in crisis; sensitivity to varying cultural, ethnic, and social backgrounds, attitudes and languages
- J. Capability of making mature judgments and exhibiting professionalism

IV. Overview of Responsibilities:

- D. Provide direct services to victims as needed, including assisting walk-ins and manning hotline.
- E. Submit documentation of time, travel, and services.
- G. Managing office supplies, ensuring inventory/ office supplies are stocked.
- H. Answering and directing phone calls, emails, and inquiries
- I. Perform any and all duties as required by the program, Executive Director, and other duties as assigned
- J. File billing records.
- K. Sends receipts/acknowledgments for donations and memorials
- L. Prepare monthly board meeting packets.
- M. Prepares new financial files for new fiscal year, stores prior year's files, and purges expired files per retention policy.

VII. Pay: \$15.00 per hour