



Job Title: Office Administrator
Job Classification: FTE/Not Exempt
Salary Range: DOQ
Supervisor: Executive Director

Summary: This position provides assistance to clients who contact Scotty's House in person or by phone and assists in the day-to-day administration of the Center and its facilities at the discretion of the Executive Director.

Essential Functions:

Client Services:

- Ensures answering and triage of incoming calls to the agency and assist with other duties related to client services,
- Greet visitors to Center, verifying approved entry into Center,
- Direct children, non-offending family members, and agency partners to the appropriate location upon arrival at the Center,
- Notify relevant staff when all parties arrive at the Center,
- Provide crisis intervention services as needed for children and families receiving forensic services,

Administrative Services:

- Create and/or type memos, correspondence, documents,
- Coordinate logistics of meetings, trainings, and workshops hosted by the Center,
- At the direction of the Executive Director assist in coordination of Board of Directors meetings including Board correspondence, preparation of materials and reports, and sending out reminders to the Board.
- Assist in sending out acknowledgements to volunteers & donors,
- Assist with fundraising events as needed,
- Maintain equipment inventory,
- Run occasional errands during the day,
- Log incoming donations manually in donor management system,
- On-going communication with vendors to ensure optimum value in purchases and services acquired by the Center,
- Order and inventory office supplies,
- Coordinate ongoing maintenance of facility in conjunction with Executive Director,

- Assist in the onboarding process for new hires,
- Supervise work study student, and
- Complete all other duties as assigned.

Minimum Requirements

- High School or GED required
- Clerical/office experience preferred
- Strong interpersonal & telephone communication skills,
- Computer and typing competency (Microsoft Word, Excel, Powerpoint),
- Strong organizational skills with ability to manage multiple tasks,
- Desire to work in child abuse related organization,
- Must be able to work with a variety of people, including clients and their families, professionals in the areas of law enforcement, medicine, education and agency employees,
- Must be able to work independently as well as function as a team member and accept guidance and direction from the Executive Director,
- Must be willing and able to drive throughout seven county region for team meetings, hearings and other events as needed,
- Subject to background check, including criminal and Child Protective Service clearances, and
- Bending, stooping, reaching and other movement required in dealing with children. Lifting of office materials (up to 20 lbs).

I have read and have had an opportunity to discuss this job description for the Office Assistant for Scotty's House and accept the responsibilities associated with this position.

Employee's Signature

Date

Executive Director's Signature

Date