



Job Title: Administrative Assistant

Summary Statement: The Administrative Assistant greets visitors, receives and routes phone calls, provides program scheduling assistance, completes administrative tasks and supports the programs of Community Thread.

Reports to: Older Adult Program Director

Fair Labor Standards Act Status: Non-exempt

Essential Job Functions:

- Greets visitors in a warm and friendly manner.
- Assists with daily check in process of participants and volunteers as needed.
- Answers incoming phone calls and directs accordingly
- Provides information and referrals to visitors and callers to the appropriate program staff and/or external community resource.
- Assists with Community Thread program functions as requested.
- Manages program and event information, schedule of events, registrations and other front desk operations.
- Assists with data entry and tracking systems.

Specific Duties:

- Monitors and maintains activity and program registrations.
- Collects registration fees and documents fees collected.
- Maintains agency-wide information, communications, program calendars and schedules.
- Anticipates office and building supply needs and orders replacements as necessary.
- Prepares bulk and first class mailings.
- Assists with facility upkeep tasks including running the dishwasher, emptying trash and watering plants.
- Attends to opening duties (making coffee, preparing the site for visitors).
- Participates in staff meetings and committees as assigned.
- Serves as an active team member by supporting the operations and activities of the agency including fundraisers, special events and program initiatives.
- Maintains a working knowledge of all Community Thread programs and services as well as external community resources.
- Coordinates volunteer coverage when absence is anticipated.

Job Requirements:

- Associates degree plus one to three years of related experience in an office setting.
- Skilled in Microsoft office suite.
- Ability to handle multi-line phone system.
- Experience working with older adults and building a positive rapport.
- Solid oral and written communication skills.
- Ability to communicate respectfully, clearly, and effectively with persons of all ages and abilities.
- Organized and self-directed professional.
- Ability to establish and maintain collegial and respectful relationships with coworkers, volunteers, donors, partner organizations, vendors, and the public.
- Ability to problem solve, multitask, work independently and meet deadlines.
- Ability to identify and recommend improvements in order to further the organization's mission.
- May work additional hours on special projects based on skills and interests.

Work conditions/physical demands

- Must be able to lift 30 pounds
- Requires repetitive motion activities such as typing on a computer keyboard
- Requires the ability to sit for several hours at a time at a desk.
- Background check required

Benefits Information:

- Position is 0.875 FTE (35 hours per week), Monday through Friday 8:30 am to 4 pm
- Hourly rate is \$15 - \$17 based on experience
- Position eligible for vacation, sick, volunteer, and family leave
- Benefits include health and dental coverage (Community Thread pays 50% of the monthly premiums)

To Apply:

Submit cover letter and résumé via e-mail to Kathleen Iverson at Kathleen@CommunityThreadMN.org by March 30, 2018.

No phone calls please.