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**Title: Administrative Assistant**

**Reports to:**

**Hours/Office – 24 hours/week, Worthington Office**

**Responsibilities**

**Clerical/Administrative**

* Provide clerical assistance to the Executive Director and Assistant Director.
* Answer and direct incoming phone calls during normal business hours.
* Function as a contact for all computer, printer, copier, phone repairs and maintenance, including tracking the locations of all devices. Create a system by which all devices are tracked and maintained.
* Help schedule appointments, as needed, for all employees.
* Pick up and sort mail daily.
* Maintain contact information for all advocates, volunteers, on-call employees, and county contacts on an annual basis; make available to all employees.
* Assist in the coordination of agency trainings and events including, but not limited to, creating event registrations and web information, tracking registrations, catering and event contracts, advertising, developing materials, and assisting with troubleshooting and coordination at events.
* Assist in the coordination of registering staff for training/conferences as well as travel and lodging accommodations.
* Being the point of contact in ordering office supplies for all county offices as needed.

**Client/Client Support**

* Input client information into Apricot Database system, as needed, re: client statistics and contact.
* Answer and direct incoming phone calls and walk in clients during normal business hours

**Qualifications**

* Administrative or secretarial experience preferred; intake duties are included in this position as clients call and/or come into the office.
* Sensitivity to issues surrounding domestic violence, sexual assault, trafficking, and child abuse and the ability to maintain a strict code of confidentiality.
* Knowledge of computer programs including Microsoft Office (Excel, Word, Publisher) and the ability to use a computer effectively and efficiently.
* Understanding the dynamics of self-care and ability to
* Proficient with letter writing including knowledge of proper layout, punctuation, spelling and grammar.
* Ability to speak Spanish is a plus.
* Some light travel required; must possess a driver’s license and insurance.