

JOB DESCRIPTION
Administrative Assistant

Reports to Executive Director
28 hours per week/ 4 days per week

Responsible for the management of the office supplies, overall office organization; and the ordering of supplies. Maintains forms and orders resource literature.

Provides office support including typing, filing, and copying materials as requested.

Provides back-up phone coverage at agency and safe house when needed. Answer telephone courteously and promptly; relay messages to appropriate staff member. Talk with DV/SA victims and make referrals when appropriate.

Coordinate donation/ collections pick-up with donors or groups. Receive and record donations via donor sheets, thank all donors. Notify appropriate staff.

Provide client transportation, resident and non-resident clients in emergency situations.

Coordinate supplies and inventory at safe house and Clothes Line. Coordinate annual agency inventory. May run errands or coordinate drop off. Provide additional support as needed, including maintenance reports. Schedule maintenance and repairs for all locations as needed.

Compile monthly reports, including the Wesley Shelter Stat Summary via Excel spreadsheet and maintain notebooks. Assist in data collection for the various DV/SA grants and funding sources. Provide database support to staff.

Provide computer/IT support to agency and safe house.

Check staff time sheets as needed. Prepare new employee hire packets, assist in completion, including criminal background checks as needed.

Maintain petty cash log and assist financial administrator in reconciling expenditures.

Assist with social media posts and website updates.

Help with board meeting preparation when needed.

Perform all other duties as requested by the executive director or leadership team.

Participate in the after-hours rotation for on-call sexual assault response.