



JOB DESCRIPTION

POSITION TITLE: Administrative Assistant

EXEMPTION STATUS: Non-Exempt

JOB RELATIONSHIPS:

Reports to: Executive Assistant/Executive Director
Supervised by: Executive Assistant
Supervises: Not Applicable
Interrelationships: Alliance For Children staff and Board members, Department of Family and Protective Services staff, law enforcement staff, Cook Children's Medical Center staff, Tarrant County District Attorney's Office, community agencies, youth serving agencies, and children and families served.

Summary:

The Administrative Assistant provides administrative office support to the senior management team in order to strengthen the organization and synchronize general operating procedures throughout multiple departments.

Job Duties/Essential Functions:

- Assist with scheduling appointments, meetings, and event registration for senior management team.
- Complete document scanning into computer filing system and Human Resources Software.
- Assist senior management team with the preparation of correspondence, mail-outs, and reports.
- Work with the Finance Department to prepare budget request letters and subsequent quarterly report letters to partner cities.
- Provide support in the processing of travel arrangements and travel reimbursement requests.
- Oversee the retrieval, safekeeping, and report maintenance of incoming donations.
- Assist with the logistics and preparation for agency events; including agency trainings, meetings, and Board events.
- Provide clerical support during the annual contract therapists' employment process.
- Help new employees to become familiar with agency processes, including ordering name tags and business cards.
- Provide support in the inventory and maintenance of office supplies.
- Take meeting minutes for agency meetings as needed.

- Assist with routing calls, taking messages, filing, data entry, and other clerical office support as needed.
- Other duties and responsibilities as assigned.

Knowledge/Skills/Abilities:

- High school diploma required; Bachelor's degree preferred.
- Proven experience as Administrative Assistant or other administrative position required.
- Should possess the ability to independently handle office management functions, coordinate between multiple departments, and identify ways to streamline office activities.
- High level of verbal and written communications skills.
- Exemplary planning and time management skills.
- Strong interpersonal skills.
- Highly organized with proven ability to multi-task.
- Advanced skills in current Microsoft programs and internet research skills.
- Must be willing and able to travel between centers to provide administrative support to senior staff within multiple departments.
- Must have valid driver's license and proof of liability insurance.
- Must successfully complete criminal and civil background checks.
- Able to maintain confidentiality and present in a positive, professional manner at all times.
- Able to maintain composure and professionalism under pressure of deadlines.
- Regular and reliable attendance.
- Personal qualities of integrity, credibility, and dedication to the mission of Alliance For Children.

Physical Requirements:

Able to sit, walk, stand, bend, squat, kneel and twist on an intermittent and sometimes continuous basis. Able to grasp, push, pull objects such as files, file cabinet drawers and reach overhead. Able to operate a telephone and computer. Able to lift up to 25 lbs. (usually office supply boxes). Moderate independent travel by private auto required.

Mission:

The mission of Alliance For Children is to protect Tarrant County children from child abuse through teamed investigations, healing services, and community education.