



OFFICE ADMINISTRATOR

GENERAL DESCRIPTION AND PURPOSE:

Reporting directly to the Executive Director, the Office Administrator's primary focus is to work closely with the Executive Director in the overall management of the organization's operations.

RESPONSIBILITIES:

- Serve as front line monitor: door, phone, visitors, volunteers, donors, etc.
- Coordinate and supervise volunteer activities and conduct background checks on volunteers.
- Manage and maintain visitor log including check in and check out procedures.
- Manage phone system and database (CRM).
- Maintain resident roster and potential resident wait list.
- Process all donations: monetary and non-monetary.
- Assist the Executive Director in the overseeing and management of social media posts, marketing plans and website updates.
- Assist the Executive Director with correspondence, fliers, outreach mail and processing daily mail.
- Assist the Executive Director as needed with carrying out board-related activities, fundraising, grant preparation and other responsibilities as determined by the Executive Director.

QUALIFICATIONS:

- Associate's degree in Business or Public Administration or related field preferred; or
- Two years' experience in administration with a non-profit organization preferred

SKILLS AND ABILITIES:

- Fluency in both English and Spanish is preferred but not required
- Flexibility and ability to prioritize job responsibilities
- Strong interpersonal skills
- Experience and ease working with a diverse population of residents
- Excellent written and verbal communications skills
- Superb critical-thinking, organizational and analytical skills
- Strong computer skills
- Social Media and Marketing knowledge and experience preferred