

Wesley House Family Services Position Description

Position Title: Administrative Assistant

Department: Administration

Purpose: Responsible for assisting the Chief Executive Officer (CEO) in the daily functions of Wesley House Family Services by undertaking tasks that support an efficient and effective managerial approach to the administration of the agency. This position will also assist the Full Case Management Program in compliance with certain contractual obligations. The Administrative Assistant is responsible for initiating, coordinating, and completing clerical and secretarial functions required in the administrative process.

Reports To: Chief Executive Officer

Funded By: General Agency/Full Case Management Program

Classification: 1.0 FTE, Exempt

Responsibilities:

1. Make travel arrangements for CEO, other staff and visitors as needed.
2. Coordinate mandatory All Staff meetings. Organize special lunches/dinners as needed (e.g., foster parent dinner).
3. Track and ensure that all insurance policies, licenses, and certifications are up to date.
4. Back-up for the Executive Assistant on an as needed basis.
5. Process flex funds and purchase orders.
6. Establish and maintain effective communication and coordination between staff, departments, and office locations.
7. Order office supplies for Key Largo, Key West, and Homestead office.
8. Assist with Front Desk coverage in Key Largo office on an as needed basis and/or receive WHFS calls from the queue.
9. Collaborate with the Development Coordinator for Key Largo Fundraising events.
10. Assist CEO with redacting legal documents, such as responses to Public Reports Requests.
11. Comply with Wesley House Personnel and Finance policies, Ethical Standards and Wesley House Confidentiality requirements.
12. Track and manage “petty cash” for the Key Largo office.
13. Performs other duties as assigned.

Performance Measurements:

1. Make travel arrangements for CEO and other staff and visitors as needed.
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Qualifications:

- Minimum Associates Degree: Bachelor’s Degree preferred.
- Three to Five years of office support
- Ability to make independent decisions.
- Resourceful in solving problems and maximizing resources.
- Personal Effectiveness/Credibility
- Thoroughness
- Communication Proficiency
- Flexibility in scheduling
- Ability to multitask and meet deadlines.
- Excellent written and verbal skills
- Two to three years’ experience in using technology in daily work activities.
- Proficient in software programs such as Word, Excel, PowerPoint and Outlook

Intent and Functions of Position Description

Job descriptions assist Wesley House Family Services in ensuring that the hiring process is fairly administrated and that qualified employees are selected. They are also essential to an effective performance appraisal system and related promotion, transfer, layoff, and termination processes.

All job descriptions have been reviewed to ensure that only essential functions have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined are the minimal standards to successfully perform the required functions. In no instance, however, should the duties, responsibilities and requirements delineated be interpreted as all-inclusive. Supervisors may assign additional functions and requirements as deemed appropriate.

In accordance with the American with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled persons. However, no accommodations will be made which may pose serious health or safety risks to the employee, other employees, persons served or which impose undue hardships on Wesley House Family Services.

Job descriptions are not intended as and do not create employment contracts. Wesley House Family Services maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law and at any time.

I have received and reviewed this Position Description on _____, _____, 20_____.
(Month) (Day) (Year)

Executive Assistant (Signature)

CEO (Signature)

Executive Assistant (Print)

CEO (Print)