

Epworth Village, Inc. Job Description

Title: Administrative Assistant

Department: Administration

Supervisor: CEO

Position Summary: The Administrative Assistant enhances the effectiveness of administrators through a variety of administrative tasks and helps maintain the smooth overall function of the organization, programs and strategic goals by providing high level support to Administrators. Serves as first point of contact for external constituencies. Coordinates internal and external communications, serves as a member of the management team. Works independently on projects and handles a wide variety of activities and matters requiring confidentiality and discretion.

I. Responsibilities

Include providing direct administrative support for Administrators as directed, front desk operation, administrative tasks, personnel/human resources functions and internal and external communications. Adherence to strict confidentiality concerning client, employee, financial and agency information required.

II. Primary Job Duties

1. Perform general offices duties which include answering the phone, managing incoming and outgoing mail, logging receipts and deposits, tracking inventory, maintaining supplies (serving as purchasing agent) and managing office equipment.
2. Directly supports and works closely with the CEO and Administrators.
3. Maintain all files in an organized and efficient manner.
4. Maintain personnel files and records; assists with ensuring compliance with staff training requirements.
5. Manage employment applications including scheduling interviews, reference checks and background checks.
6. Manage pre-employment screening and provides and manages new-hire orientation.
7. Assist with timecards, payroll and benefits as directed and in cooperation with staff Epworth Village.
8. Manage and maintain reference requests and records requests.
9. Assists in board relations and preparation of correspondence, materials, information for the Board of Directors; prepares meeting minutes as directed and maintains records of the board including resolutions, meeting minutes, etc.
10. Assist with donor relations, data and acknowledgements.
11. Coordinate volunteers and volunteer activities.
12. Assist with mailings and maintaining mailing lists.
13. Assist with external communications and utilizes a variety of communication methods to regularly promote Epworth Village and update supporters including mail, website, email and other electronic/virtual apps and donors.
14. Assist and develop internal communications to ensure employees are kept informed and acknowledged for accomplishments and milestones.
15. Develops, secures and analyzes information for administrators as requested.
16. Represent Epworth Village, Inc. in a positive and professional manner
17. Adhere to strict confidentiality concerning client, employee and agency information; adhere to all policies and procedures.
18. Attend meetings and trainings as required.
19. Exhibit an understanding of Epworth Village's vision and mission.
20. Member of the Management Team and attends weekly management meetings.

