

**Title:** Administrative Assistant - Operations (Afternoon/Evening)  
**Status:** Full Time  
**Hours:** Monday -Thursday, 1:00-9:00pm & Friday 9:00am-5:00pm  
**Supervised by:** Director of Operations

**Job Description and Specific Duties:**

*Responsibilities include, but are not limited to:*

Reception

- Maintain a warm and welcoming front desk and lobby
- Answer incoming inquiries, disseminate information and direct to appropriate staff
- Greet guests, clients and volunteers and provide necessary information and assistance
- Maintain organization and cleanliness of shared spaces in office, including group rooms
- Prepare group rooms and ensure correct items & signage before they begin and clear out room when group ends
- Close office Monday to Thursday following group sessions

Administrative Support

- Attend weekly 1:1 or group administrator meetings and attend monthly all-staff meetings
- As needed, share in coordinating office or floor maintenance or repairs
- Maintain attendance for each group and assist with charging payments
- Assist clinicians as needed as it pertains to volunteers, group members & administrative needs
- Responsible for updating the agency's master calendar and coordinating board meetings
- Purchase all office supplies and coordinate office storage spaces on-site and off-site
- Maintain inventory of all collateral and restock regularly
- Package and ship all book orders and other outgoing mailing needs
- Receive, sort, and distribute the mail daily

Spanish Satellite & School Program Assistance

- Seasonal School Program assistance, including helping to prepare attendance sheets, permission slips and curricular materials; ordering/maintaining of supplies
- Assist with School Program needs, and projects as requested, including updating, collecting and tracking data, creating custom reports, and coordinating paperwork, school and volunteer correspondence and program outreach
- Assist the Spanish Satellite program with group member scheduling and reminders
- Assist with the Spanish Satellite program's coalition logistics and administrative needs
- Electronically organize Spanish translations and maintain their integrity across all platforms
- Assist with data entry as needed by Director of Operations or the Clinical Team
- Assist with the preparation and setup of in person volunteer and CEU trainings in WLA
- Attend and assist with agency Run for Hope, Volunteer Luncheon, Camp Erin, House of Hope Gala and additional events as requested (set up/breakdown and event production)