



Job title	Administrative Assistant
Reports to	Executive Director

Job Purpose

The Administrative Assistant provides administrative and clerical support to all departments of Asbury Woods with focus on customer service, clerical support, filing, schedule management, supply procurement, and general office functions. This is a part-time, hourly position with an average of 20 hours per week.

Duties and responsibilities

Department Support responsibilities

Provide administrative support to the Executive Director and department managers, including but not limited to meeting scheduling, list management, mail merges, general correspondence, scheduling of programs, calendar management, expense tracking, attendance tracking and project support.

Assist with registrations for public programs, camps, special events and festivals including receipt of online program registrations, reminder communications to registrants, follow up and/or survey communications.

Other duties as assigned by the Executive Director.

General office responsibilities

Ensure adequate general office supplies are kept in stock and proactively seek cost savings from suppliers.

Assist program staff with purchasing program supplies.

Handle incoming and outgoing mail, including getting mail, distributing and ensuring postage is on hand for organization wide use.

Maintain orderly filing system for vendors, invoices, group program visits, and financial records.

Support Executive Director and Bookkeeper with miscellaneous financial procedures such as requesting of 1099s, bank deposits, coding of invoices, etc.

Human Resource responsibilities

Work with each department manager for on-boarding employees and upon separation with employees including clearances, hiring paperwork, hiring and separation checklists, etc.

Maintain clearances spreadsheet and tracking system.

Customer Service responsibilities

Serve as back-up coverage for front desk, gift shop, answering phones and other daily duties required to serve visitors.

Assist with organizational special events and festivals as needed.

Qualifications

3 years experience working in general office setting

Strong written and verbal communication skills.

Attention to detail.

Ability to represent the organization in a professional manner when interacting with various constituents (donors, volunteers, board members, public program attendees, media, business leaders)

Knowledge of computer use and familiarity with word processing, database management, spreadsheet use, Microsoft Outlook calendar, email.

Superior customer service skills.

Ability to multi-task and manage multiple projects and priorities simultaneously.

Working conditions

This position typically works in an office setting and working professionally with all members of the public, which includes people with disabilities. Security and background investigations required within 90 days of employment.

Position Specifications

AMERICANS WITH DISABILITIES ACT STATEMENT:

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions of the Administrative Assistant (listed within Position Specifications) either unaided or with the assistance of a reasonable accommodation to be determined by the organization on a case by case basis.

Physical demands

1. Frequent walking throughout various buildings and trails.
2. Able to perform work-related tasks in various indoor and outdoor environments, year-round.
3. Frequent and repetitive use of a computer
4. Sitting for extended periods of time.
5. Standing for extended periods of time.
6. Some carrying up to 30 pounds
7. Manual dexterity to use hand tools and office equipment.

Temperament

1. Ability to work as a member of a team
2. Must be courteous to public and co-workers
3. Must be cooperative, congenial, service oriented, and promote these qualities at Asbury Woods
4. Must be able to respond to directions and accept constructive feedback
5. Ability to work in an environment with frequent interruptions
6. Must be flexible and able to work in a fast-paced, dynamic environment.

Cognitive Ability

1. Ability to follow verbal and written directions
2. Ability to read and respond to written correspondence
3. Ability to listen to others on the telephone and in person
4. Ability to complete assigned tasks with minimal supervision
5. Ability to read, write, and do complex computations
6. Ability to use correct grammar, sentence structure, and spelling
7. Ability to compose clear, concise sentences and paragraphs
8. Ability to work independently
9. Ability to exercise good judgment in prioritizing tasks and problem solving
10. Ability to communicate effectively to the public

Sensory ability

1. Visual acuity to read correspondence and computer screen
2. Auditory acuity to be able to use a telephone
3. Ability to speak clearly and distinctly

Review Date: August 1, 2022

Approved by: Jennifer Farrar, Executive Director