

POSITION: Administrative Assistant
DEPARTMENT: Administration **Status:** Non-Exempt
REPORTS TO: VP, Clinical **Hours:** 20 hrs, schedule TBD

SCOPE OF WORK: Responsible for administrative/receptionist duties and front office tasks (i.e. answering the phone, typing reports, faxing, copying, filing, entering computer/statistical data, writing correspondence, scheduling appointments/meetings/messages, ordering supplies, preparing and assembling grants, contracts, and renewals per funding source requirements.) Managing telephone, mail, copy machines and postage. Work with clients to connect them to appropriate New Hope services. Provide resource referrals as appropriate. Manage agency donations. Assist Senior Managers as requested. Works in a team oriented setting to insure that the needs of the staff are met under the direction of supervisor. Candidate should have strong computer skills and the ability to manage multiple tasks at a quick pace. Attention to detail required. Bi-lingual/bi-cultural candidates encouraged to apply.

EDUCATION & EXPERIENCE:

- High school diploma/GED/ Assoc or Bachelor’s Ideal
- Bilingual (Spanish speaking) ideal
- Some related training and/or 2-3 years experience in a busy office setting,
- Experience working with Microsoft Office including Word, Excel and Access. Rasiers Edge experience preferred

It is expected that the Administrative Assistant job performance will incorporate the practice and promotion of New Hope’s core values, which include respect, teamwork, empowerment, and professionalism.

It is the policy of New Hope to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, New Hope will provide reasonable accommodations for qualified individuals with disabilities.

New Hope’s goal is to increase representation of women, people of color, veterans and individuals with disabilities. Our programs are designed to comply with all applicable federal, state and local laws, directives and regulations and cover all human resource actions including employment, compensation, benefits, training, education, tuition aid, transfers, promotions and social/recreational programs.