

JOB DESCRIPTION – CHILD DEVELOPMENT CENTER ADMINISTRATIVE ASSISTANT

Primary Responsibility Areas:

- Support the vision and direction of the Executive Director and the Director of Educational Services, CDC Program Director.
- Keep office and storage areas well organized.
- Observe safe work practices when lifting or using the equipment.
- Greet and direct office visitors, answer main office telephone system, respond to direct requests for information and/or forward messages to appropriate staff. Make sure the office is kept in orderly and clean fashion.
- Maintain inventory for office supplies
- General office duties such as typing, flow of correspondence, filing, requisition of supplies, faxing
- Booking travel and hotel arrangements as needed.
- Coordinate materials for meetings and training sessions and other activities and provide support as needed (e.g., scheduling conference rooms, coordinating food, logistics)
- Receive and distribute all incoming mailing and coordinates outgoing mail, including courier services, and interoffice mail distribution.
- Lead person in providing support of mailings or coordinating bulk-mailing processes.
- Provides administrative support to staff for copying, faxing and large-scale mailings.
- Respond to staff requests for administrative support as needed.
- Working with Tickets for Kids (TFK), coordinate and maintain RYC scheduling and registration processes for youth groups visiting HHI's Sherwood facility.
- Provide proper first aid when injuries occur and contact medical professionals as needed.
- Perform other tasks and projects as assigned by the Director of Educational Services

Technical/Professional Knowledge & Skills:

- Communications skills: Clear, concise and effective communication, both oral and written. Public speaking skills. Good youth communication and listening skills.
- Analytical skills: Ability to plan strategically, set priorities, and efficiently manage resources in a team environment.
- Organizational skills: Ability to manage work activities, work tasks and group schedules and paperwork. Able to coordinate schedules and manage time effectively. Ability to handle multiple assignments and responsibilities simultaneously and on time.
- Interpersonal skills: Ability to develop and nurture positive customer/client relationships.
- Proficient with Microsoft Office software programs and in utilizing facilities management software.
- Ability to drive a vehicle and maintain a valid State driver's license.

Experience/Education:

- Minimum two-three years office administrative support experience. Associates degree preferred. Certifications in the following disciplines are preferred, Basic first-aid, CPR, Pool Operations,

- Excellent organizational skills (oral and written) and the ability to excel at details, multi-tasking and working under pressure.
- Must have some experience and skilled in the use of software programs such as MS Word, ACCESS, PowerPoint, and Excel.

Hosanna House is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.