



FiftyForward
Office Administrative Assistant

DEADLINE TO APPLY: TUESDAY, February 27, 2018

SALARY INFORMATION: \$12 per hour; non-exempt.

WORK HOURS: Monday through Thursday, 22 hours per week, with the flexibility to change schedule in special circumstances and the ability to work occasionally early mornings, late evenings or weekends.

Basic Function: The Office Administrative Assistant is responsible for administrative duties to The Executive Management Staff and works under the direct supervision of the Executive Leadership Team Associate in fulfilling all needs of the organization.

Core Job Specific Competencies:

Customer Focus: Is dedicated to meeting the expectations and requirements of internal and external customer's gets first-hand information and uses it for improvements; acts with customers in mind.

Organizational Agility: Knowledgeable about how organizations works; knows how to get things done both through formal channels and the informal network and understands the organizational culture.

Priority Setting: Spends his/her time and the time of others on what's important; quickly zeroes in on the critical few and puts the trivial many aside can quickly sense what will help or hinder accomplishing a goal.

Time Management: Uses his/her time effectively and efficiently; values time; concentrates his/her efforts on more important priorities; gets more done in less time than others; can attend to a broader range of activities.

Perseverance: Pursues everything with energy, drive, and a need to finish; seldom gives up before finishing, especially in the face of resistance or setbacks.

Process Management: Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration where others can't; can simplify complex processes; gets more out of fewer resources.

Planning: Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into the process and steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.

Self-Development: Personally committed to and actively works to continuously improve him/herself; understands that different situations and levels may call for different skills and approaches; works to deploy strengths; works on compensating for weakness and limits.

Core Responsibilities:

- Provides administrative support services for FiftyForward Executive Leadership Team.
- Manages the info@fiftyforward.org inbox to track reservations for events as needed.
- Assists Executive Leadership Team Associate in administrative functions including preparing for special projects and events including Annual Board of Directors Meetings; Board Orientation, Leadership Events and other special or called meetings.
- Responsible for reserving and ensuring the correct set-up for various committee, board or pop-up meetings.
- Responsible for maintaining the calendar for conference room reservations and handles all reservations and scheduling for its usage.
- Prepares agendas and records minutes for various committee meetings and distributes minutes to appropriate parties.
- Responsible for general upkeep, maintenance, and assisting staff on proper usage of copier/scanner. This also includes ordering and assuring toner and copier supplies are in stock.
- Responsible for postage machine and distribution of daily mail. This requires daily metering of mail, delivery to pick-up area, sorting of mail and ordering/maintaining all postage products.
- Responsible for organization, upkeep, purchasing and stock of PHB office supplies in copy room.
- Responsible for completing any additional tasks or duties assigned by the Executive Leadership Team Associate.

Core Work Requirements:

- **Education:** High School Diploma or GED required; Associates Clerical Degree from Vocational/Technical School preferred.
- **Experience:** Three years clerical work using computer, copier, scanner, postage machine and other office equipment required. Two or more year's clerical experience in a nonprofit social service agency and with the senior population preferred. Proficient in Microsoft 365.
- **Special Skills:** Must be able to operate and train staff on office equipment (computer, copier/scanner, multi-line telecommunications system and postage machine); Excellent oral and written communication skills; Excellent proofreading and typing accuracy; Must be detail oriented; Must be able to maintain positive working relationships with fellow employees, volunteers, board members, agency participants and the public.
- **Physical Requirements:** This job is performed in a smoke free environment. This job may require some light-lifting up to 25 lbs. of office supplies or other objects as needed.
- **Equipment Requirements:** Desk top computer, multi-user copier and scanner and multi-line telecommunications system

HOW TO APPLY

To be considered, please send a current resume and cover letter
indicating the position for which you are applying to:

careers@fiftyforward.org

FiftyForward is a Smoke Free Workplace

FiftyForward is an equal opportunity employer. Applicants are considered for all positions without regard to political affiliation, religion, gender, age, race, color, national origin, sexual orientation, disability, marital or veteran status, the presence of a non-job-related medical condition or handicap, or other status protected under local, state or federal laws.