

## **MAIFS ADMINISTRATIVE ASSISTANT**

### **Position Description**

The Administrative Assistant is a 15 hour per week onsite (non-remote) position that provides office administration and financial operations support to the MaiFS agency.

### Essential Functions:

- Responsible for all organization administration related tasks that include but not limited to office administration, filing, duplicating, data entry, answering the phones and other related tasks.
- Responsible for updating and keeping track of office supplies and closet inventory
- Attend workshops and events as directed by the President and EC.
- Set up office meetings, send reminders, compile post meeting reports, and follow up on action items
- Organize office files/data and retrieve information for EC and Board
- Respond to emails/texts/phone calls from Board members, ED, Case workers and volunteers and do follow up as necessary.
- Attend office meetings and maintain a log of all the meetings
- Act as “treasurer in training” and work with treasurer to accomplish simple financial tasks

### Qualifications/Requirements:

- Understanding and recognition of the issues of domestic and sexual violence.
- High level of computer proficiency in database systems, including data entry
- Proficient in Microsoft Office Products (Word, Excel, and Outlook), internet use, telephone systems, and copy/scanning equipment
- Ability to successfully complete 40 hour training offered by the State and should be available to go wherever the training is offered
- Ability to work independently and with a team
- Reliable transportation to and from office
- Trustworthy and ability to maintain a high level of confidentiality.
- Good organizational skills
- Time management and prioritization skills
- Detail orientate and accurate
- Administrative support experience preferred
- Flexible work hours - Monday-Friday and ability to work some evenings and weekends as necessary