

Computer Banc Job Description

Title - Administrative Assistant

Job Summary

Provide administrative support to the Executive Director for the business activities of the organization, Duties include general clerical, receptionist, bookkeeping, data input and project based work.

Duties and Responsibilities:

- Answer telephone, take messages for ED, staff and volunteers; meet and greet all visitors and clients
- Open, sort and distribute incoming correspondence, including faxes and e-mails received through organization website.
- Answer client questions regarding organization's core service program, determine client eligibility for program and set up appointments with clients to pick up computers
- Input new client information into data base, accept and process payment for a client computer distribution, update the inventory data base to reflect the distribution
- Answer general questions regarding client computer operating issues, refer unresolved issues to appropriate staff or volunteer
- Create invoices for agency and other non-profit equipment sales, update inventory data base to reflect sales and process payments for sales as collected
- Assist with processing equipment donations including but not limited to entering information into inventory data base
- Maintain check register; record and process incoming checks for recycling, donations, grants and other misc. income; organize bills and credit charges, prepare checks for ED signature
- As directed by ED, coordinate pick-up of recycling material
- As directed by ED, order office and lab supplies
- Monitor and assist with maintenance of the organization's website
- Create or modify documents created by the ED for direct mailings
- Help coordinate fundraising and public relations events
- Maintain volunteer data base, and communicate, as directed by ED, necessary information to the volunteers via e-mail or phone
- Other duties as assigned by Executive Director

Knowledge, Skills and Abilities:

- Good verbal communication skills; able to articulate the mission, history and programs of the organization
- Good problem solving skills when attending to client needs
- Must project a professional image through in-person and phone interaction and be comfortable working with low income families, representatives of professional organizations and a variety of community volunteers
- Knowledge of principles and practices of organization, records management and general administration.
- Must maintain confidentiality in all aspects of client, staff, volunteer and agency information
- Comfortable working in very small office

- Good time management skills, able to work on own without constant supervision
- Knowledge of basic website maintenance a plus
- Able to safely lift 35 lbs

Minimum Qualifications:

- At least 3 years experience in general office responsibilities and procedures, preferably with service business or other non-profit agency
- Associates degree in general business, math or similarly related field, high school diploma or GED equivalent may be acceptable commensurate with work experience
- Proficient in use of common computer software including Power Point, Word and Excel.
- Knowledge of basic bookkeeping procedures

Hours:

- Approx. 82 hours per month. M, W, F 10:00 AM – 4:00 PM with 1 hour lunch; T 1:00 PM – 6:30 PM; additional hours may be required to assist with a fund raising event or computer distribution