

WOMEN HELPING WOMEN: JOB DESCRIPTION

WHW's mission is to prevent gender-based violence and to empower all survivors.

POSITION TITLE: **Administrative Assistant**

FUNCTION: Perform a variety of administrative duties to support the day to day operations within the Agency. This position provides support to WHW's President & CEO, CFO, Sr. Director of Survivor Services and other leadership staff along with providing assistance with a variety of human resources, financial and development tasks.

QUALIFICATIONS: 1-3 years of experience in a fast-paced office setting preferred. Demonstrated experience in and passion for providing effective administrative support; excellent organizational and interpersonal skills. Demonstrated ability to manage own activities and stay on task. Ability to work independently and with others as a team member and take initiative when needed. Ability to handle confidential information discretely, excellent interpersonal skills. Proficiency with Microsoft Word, Excel and Outlook required.

RESPONSIBILITIES & EXPECTATIONS

RESPONSIBILITIES

- Provide administrative support to the President & CEO and leadership staff (CFO, Sr. Director of Survivor Services, Sr. Development Director and other leadership staff as needed)
- Schedule meetings
- Manage administrative communications
- Manage and submit administrative paperwork (i.e., organizational paperwork, registrations, meeting minutes, etc.)
- Assist with accounts payable, accounts receivable and payroll document collection when needed
- Coordinate general repairs/issues with phones, IT, etc.
- Assist in maintaining mailing lists and contact lists
- Assist with agency mailings
- Receive all incoming calls on WHW's business line, provide information and transfer/refer callers to appropriate staff
- Receive and disseminate all incoming and outgoing mail and deliveries
- Inventory and purchase general office and meeting supplies
- Other duties assigned

EXPECTATIONS

- Consistently advance the Agency and promote positive public relations
- Exercise discretion when representing the Agency and maintain confidentiality in interactions within community as appropriate
- Promote teamwork and cohesiveness with WHW's positive work culture
- Affirm the value of diversity, and is respectful of others in regards to/ does not discriminate based on gender, class, race, ethnicity, ability, religion/spirituality, cultural identity, immigrant



WOMEN HELPING WOMEN: JOB DESCRIPTION

WHW's mission is to prevent gender-based violence and to empower all survivors.

or refugee status, and sexual orientation

- Facilitate Agency effectiveness

ACCOUNTABILITY:	CFO
DIRECT SUPERVISION:	N/A
HOURS:	40
PAY BASIS:	Hourly/Non-exempt
BENEFITS:	As stated in the current Human Resources Policy Handbook

Women Helping Women complies with applicable laws requiring reasonable accommodations for individuals with disabilities.

Rev. 11/17, 09/21, 1/22