



Administrative Assistant Job Description

Overview

The Administrative Assistant plays a vital role in supporting the day-to-day operations of the Mayfield-Graves LTRG. Key responsibilities include maintaining records, handling correspondence, greeting visitors, scheduling meetings and events, and assisting with general office coordination. The position also supports disaster programming needs, including coordinating information, communicating with disaster impacted households, assisting with documentation, and helping ensure smooth operational workflows during preparedness and recovery efforts. This role requires a proactive and resourceful individual who can effectively manage multiple tasks while maintaining confidentiality and exercising discretion. A positive attitude and strong organizational skills are essential to fostering a productive and supportive work environment.

Position Responsibilities

Handling Correspondence

- Answer telephones, provide information to callers, take messages, or transfer calls to appropriate individuals.
- Greet visitors or callers and address their inquiries or direct them to the appropriate person based on their needs.
- Operate electronic mail systems and coordinate the flow of information internally and with partner organizations.
- Locate and attach appropriate files to incoming correspondence requiring replies.
- Open, read, route, distribute, and file incoming mail or other materials; respond to routine correspondence as appropriate.
- Mail newsletters, promotional materials, financial documents, and other organizational communications.

Detailed and Accurate Record Keeping

- Create, maintain, and enter information into databases.
- Set up and manage paper or electronic filing systems, record information, update paperwork, and maintain documents such as attendance records, correspondence, and financial materials.
- Complete forms in accordance with organizational procedures.
- Conduct searches to find needed information using internal records or online resources.

Scheduling and Appointments

- Schedule and confirm appointments for clients, staff, and supervisors.
- Maintain organizational scheduling and event calendars.
- Support the setup and coordination of conferences, meetings, and special events such as luncheons.

Use of Technology and General Office Support

- Order, track, and dispense office supplies.
- Prepare organizational marketing materials such as flyers, invitations, and other outreach documents.
- Use computers for various applications, including database management and word processing.
- Operate office equipment (fax machines, copiers, phone systems) and arrange repairs when needed.
- Learn and adapt to new office technologies as they are implemented.

Disaster-Related Programming Responsibilities

- Screen callers to identify disaster-related needs.
- Provide referrals to appropriate community and disaster-related resources for assistance.
- Support communication with survivors through calls, emails, and follow-up activities; assist with processing paperwork, scanning, filing, and documentation.
- Assist with additional disaster-related program tasks as assigned.

Technology Skills

Email (Gmail)

Google Suite Software (Docs, Sheets, Slides, etc.)

Video Conferencing Software (Zoom, Google Meets, etc.)

Additional Requirements:

Excellent interpersonal and communication skills, both written and verbal.

Strong organizational and time management abilities.

Ability to work independently as well as collaboratively in a team.

Must be able to lift up to 10 pounds.

Being bilingual in Spanish is a plus, but not a requirement.

Additional Information:

Typical Work Schedule: Tuesdays and Thursdays, 8:00 AM – 4:00 PM.

Hours may vary with this position depending upon current workload and demand.

Generous holiday schedule included.

Proposed hourly wage: \$15.00