

The job description is not intended to be all-inclusive.  
Employee may perform other related duties to meet the ongoing needs of the organization

### **Position**

Title: Administrative Program Assistant  
Reports to: Deputy Director

### **Job summary**

Under the supervision of the Executive Director or designee, provides administrative support to agency management functions and program operations.

### **Summary of essential job functions**

#### **Core Responsibilities**

- Provide administrative support in a timely and accurate manner to ensure smooth agency and program operations, including but not limited to reception, calendaring, correspondence, maintenance of agency digital and hard copy filing systems, data entry, record keeping and fiscal processing.

#### **Associated Tasks**

- Support the fiscal operations as assigned.
- Support inventory processing and procurement/purchasing.
- Assist in the preparation of program and fiscal reports and claims, including data entry.
- Provide support in the delivery of agency programs, including some client service requests.

### **Minimum requirements**

- High school diploma or GED; some college preferred
- 2 years work experience in an administrative office setting
- Strong computer skills in Microsoft Office applications and willingness to learn and build proficiency in software applications utilized in agency data management

### **Abilities required**

- Excellent customer service skills to manage in-person and telephone inquiries and outreach
- Good oral and written communications skills and math competencies
- Ability to effectively multi-task in an often fast paced workplace
- Respect for and ability to work in a diverse and multicultural environment

Reviewed: 8/2020

#### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.