

YOUR SAFE HAVEN, INC.
Job Description

JOB DESCRIPTION JOB TITLE: ADMINISTRATIVE ASSISTANT

IMMEDIATE SUPERVISOR: Executive Director

EMPLOYMENT STATUS: Non-Exempt Status, 35 hours/week

STARTING SALARY RANGE:

OVERALL RESPONSIBILITY: Under the direct supervision of the Executive Director, the administrative assistant will support all Your Safe Haven departments in some capacity.

SPECIFIC DUTIES:

- The administrative assistant will answer the phones, as well as the door, retrieve and distribute mail, and perform basic administrative tasks, as needed, such as greeting visitors and assisting clients as directed.
- The administrative assistant will schedule all building-related maintenance, and maintain a list of needed supplies.
- The administrative assistant will maintain a list of YSH-owned assets each employee has in his or her possession.
- The administrative assistant will develop, maintain, and use databases and organizational tools to track various services provided by the agency to compile monthly, quarterly and annual reports to funding sources.
- The administrative assistant will assist in the preparation of grant proposals and serve as a resource of information related to the administration of grants and contracts.
- The administrative assistant will work with the executive director on donor stewardship and retention.
- The administrative assistant will maintain a database used for YSH's Annual Appeal.
- The administrative assistant will assist with marketing and promotions as needed.
- The administrative assistant will handle some bank transactions such as making deposits.
- The administrative assistant will order office supplies at the direction of the executive director.
- The administrative assistant will assist in agency correspondence.
- The administrative assistant will assist in reviewing agency policies & procedures and prepare amended policies to staff and board members.
- The administrative assistant will assist in the maintenance of ETO, reports and accuracy.
- The administrative assistant will work with the presiding BOD Historian in cataloging and preserving Your Safe Haven's history and significant milestones.
- The administrative assistant will perform Ad Hoc duties, as requested by the Executive Director, to support the operations of the agency.
- The administrative assistant, on occasion, may need to help Your Safe Haven clients while a Counselor/Advocate is being located to assist them.

QUALIFICATIONS:

1. Degree in business or three years' experience.
2. Strong written and oral communication skills.
3. Required to complete mandatory training as dictated by agency funding sources upon hire.
4. Ability to work in a crisis-oriented, fast-paced work environment.
5. Reliable transportation and telephone required.
6. Act 33/34 and FBI clearance required.
7. Valid PA driver's license.
8. The ability to work as a team to support Your Safe Haven's clients, and overall mission.