

Damiano Center Administrative Specialist

Exempt: No

Supervisor: Office Manager

Up to 37.5 hours per week

General Description:

Perform general administrative functions, including answering phones, copying, faxing, and mailing, and greeting and directing those who come to the office. Perform high-level administrative functions, such as entering complex data and creating reports and queries from various databases. Provide basic information technology support to staff.

Essential duties and responsibilities:

- Provide reception, direction, and referrals to people who are in highly stressful situations while remaining calm and positive.
- Provide administrative support functions in the main Damiano office with self-direction and high level problem solving skills, including but not limited to: answering phones, fax, copy, and mail responsibilities
- Provide high level support to development, finance, and executive areas. Provide administrative support to program leads.
- Enter data in Donorperfect, Quickbooks, and Access databases per specifications set by database managers
- Accurately query databases to create needed reports
- Work closely with various vendors for IT support, postage meter, and other administrative needs
- Provide IT support to staff for email, password retrieval, software installation, print/copy/fax machine, postage meter, and other basic functions
- Maintain inventory of office supplies such as toner, paper, etc.
- Responsibility for general cleanliness of admin office and break areas
- Experience with front desk safety and security
- Other duties as needed

Skills/Knowledge Preferred:

- 3+ years experience in an administrative setting
- Ability to follow front desk manual and procedures
- Working knowledge of social media platforms, including Facebook, Twitter, LinkedIn, and Instagram
- Working knowledge of Microsoft Office, Word, Excel, Calendar & Access

- Value integrity, credibility, and a commitment to and passion for the Damiano Center
- Ability to work well in high-energy, loosely-structured environments
- Excellent verbal and written communication skills with exceptional attention to detail
- Ability to effectively utilize technology as relates to the position.
- Respond well to people who are very stressed, worried, or angry

Physical requirements/work environment:

Office setting with some occasional lifting required.

Hours and Wage:

Typical work hours will be Monday-Friday 8:30am-4pm with a wage of \$20.82 an hour.