



Our Mission is to provide a humanitarian services campus of nonprofit organizations that offer hope, opportunity and empowerment.

Our Vision is to be a welcoming, collaborative, spiritual environment, robust with idea sharing and opportunities for synergy and powerful service delivery, where people can easily navigate resources, referrals, and direct services.

Title: Administrative Assistant

Reports to: Harrelson Center Executive Director

Job Status: Part time with expected start date Feb 25-28, 2019 - 30 hours/week

Salary Range: \$13- \$16/hour

Job Description: Responsible for facilitating smooth and timely operation of Harrelson Center Administrative Office on a daily basis. Center typically comprises of supporting 12 nonprofit partners/tenants on campus and associate partners off campus. Position assists partners with their specific and/or miscellaneous needs and requests in order to maintain a welcoming, efficient working environment for all staff, clients, and visitors.

Responsibilities:

- Support Reception staff and volunteers in answering phones and questions, facilitating messages, assisting walk-ins, and scheduling conference room reservations.
- Review all incoming mail and info@harrelsoncenter.org email, which includes invoices, donations, bank statements, financials, checks for rent and parking along with requests for information about The Harrelson Center and its partners. Evaluate and implement the most effective and time-efficient method necessary to process and share incoming correspondence.
- Identify the correct donations fund and enter those gifts into an industry specific database for processing and reporting. Generate timely receipts/thank you letters and pledge reminders to send to donors on current letterhead with specific fund letter. Copy and label checks for accountant processing.
- Track and record all monthly rent and parking payments from Harrelson Center partners. Maintain a spreadsheet for this income and copy checks for processing by the accountant. Maintain a separate spreadsheet to track parking space assignments and parking agreements.
- Work closely with and assist the Executive Director with various projects, in addition to events hosted throughout the year. Keep an updated Master Calendar with meetings, events, Partner and Board of Directors contact information and member birthdays, staff vacations, etc., and other functions/requests as necessary to assist the Executive Director.
- Prepare and review all file folders needed by accountant to process office related invoices, deposits, expenses, and time sheets every other Thursday and answer any questions and assist if necessary.
- Maintain and update the donor database program with any updates to member and donor contact information. Keep file cabinets as current as possible with regards to physical paper filings of vendor statements and donation files.
- Assist in the coordination of purchasing stamps and processing bi-annual newsletter mailings to members, volunteers, donors, and prospects. This involves coordinating with USPS support to produce automated mailing labels for reduced rate bulk mailings and assisting volunteers with labeling, tabbing, and sorting along with the transportation of mail trays to the post office.
- Order office supplies cost effectively and keep up with supply needs in Administrative Office, including print supplies, paper, letterhead, brochures, business cards, calendars, and water refills.
- Maintain Sublease Binder and Files and Financials Binder.
- Administrative staff support at the Board of Directors Meetings, and Administrative Committee and Annex Committee meetings

Administrative Assistant Position Requirements:

- Bachelors degree
- Knowledge and interest of nonprofit community and operations
- Experience organizing and establishing policies and procedures
- Collaborative work with staff, partners, community, and volunteers
- Monthly staff meetings third Tuesday of month or as scheduled
- Quarterly Board first Tuesday meetings and Administrative and Annex committee meetings as scheduled and/or needed
- Effective time management and Detail Orientation
- Positive attitude and willingness to take initiative
- Harrelson Center and Partner Ambassador to all neighbors- public, media, partners, donors, volunteers, visitors, and walk-ins
- Proficient in Microsoft Word and Excel
- Experience with PowerPoint, data base entry and/or Salesforce or graphics programming skills is helpful
- Administrative guidance and leadership

Qualified applicants should send resume and cover letter to director@harrelsoncenter.org by February 19, 2019.