



Position Title: Office Administrator

Reports to: Executive Director and Program Director

Work Week: 8am-5pm (40 hours) Monday-Friday with one-hour lunch break, non-exempt

Position Description: To manage all general office and front desk functions of the CSC. This position assists the directors in the day-to-day administration of the CSC and its facility. This position serves clients, professionals from other agencies and visitors by greeting, welcoming, and directing them appropriately.

Essential Duties and Responsibilities (may include but are not limited to):

- Maintain office supplies by checking inventory and ordering items including, but not limited to, ordering office supplies, name tags, business cards (within the set budget)
- Maintain office equipment and report problems in coordination with Executive Director
- Fulfill general IT needs
- Manage all incoming individuals by welcoming them, guiding them based on the nature of their visit, and screening based on current COVID protocols
- Maintain security and confidentiality of all CSC visitors and CSC information
- Answer phones promptly and professionally
- Schedule appointments for advocacy/forensic interviews/medical exams referred by partner agencies
- Maintain common areas including, but not limited to: conference room, front lobby and therapy lobby, stock refrigerator and snack cabinets, make sure lobbies are disinfected
- Assist CSC Directors with meeting and training preparations
- Assist with special projects and mailings
- Coordinate all maintenance needs
- Assist advocates with distributing CSC survey's
- Assist with volunteer coordination
- Assist Executive Director with grant reports each month
- Assist CSC staff with routine paperwork
- Assist CSC staff with data entry and billing
- Contact therapy client caregivers as a reminder of appointments
- Assist in providing tours to community members, as needed
- Assist with CSC Christmas program
- Other duties as assigned



Competency

- Able to work independently and as part of a team
- Able to work well under pressure, prioritize and meet deadlines
- Excellent communication skills both written and oral
- Strong organizational skills, including ability to plan ahead and involve other team members, as needed
- Relationship building among different groups and communities
- Problem solving abilities/leadership skills

Qualifications

- Values must align with the CSC mission
- Demonstrates a high level of integrity, reliability and confidentiality
- Strong computer skills, experience with Office Suite, including Excel and Outlook
- Extreme attention to detail
- Excellent oral and written communication skills
- Highly organized and able to prioritize and multi-task
- Ability to tolerate numerous interruptions throughout the day
- Commitment to diversity, equity and inclusion
- Must pass background check

All employees will treat co-workers, volunteers, etc. with respect and dignity.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle, or feel objects; reach with hands and arms; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move heavy items.

How to apply:

Qualified applicants may email resume and salary requirements to CSC Program Director Casey Atwood: casey@childrenssafetycenter.org