

RRVDSS Administrative Assistant

Reports to: Executive Director
Hours: Minimum of 20 hours a week
Duties: These duties should take up approximately 80% of this position. The other 20% of duties will be unexpected additions to the job description based on the needs of the Executive Director.

Position Summary

The Administrative Assistant shall proactively and effectively perform a wide range of administrative and office support activities for the Executive Director and supervisors of the Red River Valley Down Syndrome Society. The Administrative Assistant shall report to the Executive Director. As a part-time hourly employee, the Administrative Assistant shall exercise discretion and independent judgment.

1. Character and Personal Growth Attributes

- Show a respect for others (making sure to use people first language), commitment to quality, integrity, and self-motivation as well as have a positive attitude.
- Relationally, must show an ability to work well with others, resolve conflicts and be trustworthy.
- Be an aggressive learner, who is consistently trying to grow both in knowledge and in your competencies.
- Contribute to and model the values and mission of the RRVDSS and REACH Center.
- Be an advocate for individuals with ALL types of disabilities.

Main Job Responsibilities

1. answer, determine purpose, and transfer inbound phone calls
2. take and deliver messages
3. receive and direct visitors and clients
4. general clerical duties including photocopying, fax and mailing
5. Send thank you, in memory of, in honor of, notes for all donations
6. maintain electronic and hard copy filing system
7. retrieve documents from filing system
8. handle requests for information and data
9. prepare and modify documents including correspondence, reports, drafts, memos and emails

10. schedule and coordinate meetings, appointments and travel arrangements for managers or supervisors
11. prepare agendas for meetings and prepare schedules
12. record, compile, and distribute minutes of meetings
13. receive, sort and distribute incoming mail
14. receive and process deliveries
15. maintain office supply inventories
16. coordinate maintenance of office equipment
17. Maintain professional appearance of office by keeping common areas free of clutter and appealing

EDUCATION

1. computer skills and knowledge of relevant software
2. knowledge of operation of standard office equipment
3. knowledge of clerical and administrative procedures and systems such as filing and record keeping
4. knowledge of principles and practices of basic administrative duties

Other Duties

1. Attend staff meetings, conferences, committee meetings and training as assigned
2. Model appropriate ethical, professional and human relationship skills and behavior
3. Comply with established health, safety, and confidentiality procedures
4. Represent RRVDSS and the REACH Center in a professional, articulate and persuasive manner before groups and individuals whose contacts and/or abilities have the potential to benefit the mission
5. Adhere to and promote standards of professional behavior that support an effective working environment including:
 - a. Respect for others
 - b. Commitment to quality
 - c. Responsibility
 - d. Personal integrity

- e. Ability to motivate themselves and others
 - f. Ability to solve problems in a professional manner
 - g. Honor
 - h. Reputation
 - i. Trustworthiness/Honesty
 - j. Positive Attitude
6. Other responsibilities as assigned by the Executive Director

QUALIFICATIONS:

1. High School degree
2. Must be at least 21 years of age
3. Excellent communication (written and verbal), problem solving, and planning and organizational skills are essential
4. Must display ability to work independently, problem solve, and prioritize
5. Must be flexible, adaptable, and able to work with a team
6. Experience with MS Word, Excel, Outlook, & Google Suite recommended
7. Previous experience working as an administrative assistant a plus, but not required
8. Customer service orientation a must