



Job Title:	Administrative Assistant - Volunteer	Job Category:	
Department/Group:	Administration/Operations	Job Code/ Req#:	
Location:	Houston	Travel Required:	Travel May Be Required
Reports To:	Operations Manager	Position Type:	Flexible Schedule Available – Commit to 1-2 day(s) a week, 4 or 8-hour shifts

Job Description

ROLE

The Administrative Assistant - Volunteer reports to the Operations Manager and has the responsibility for handling the administrative duties related to strategic planning and special projects. The duties of the Administrative Assistant include providing support to our managers and employees, assisting with daily office needs, and managing our company's general administrative activities.

RESPONSIBILITIES

- Provide front office coverage – guests, phones, mail.
- Answer all incoming phone calls and in-person inquiries, transferring them to the appropriate person.
- Maintain an orderly appearance of the front desk/reception area, protecting confidential information.
- Update and maintain office policies and procedures.
- Provide general support to visitors.
- Maintain program files, working with vendor for off-site storage/retrieval.
- Create/maintain documents and spreadsheets for special projects.
- Assist with contract management.
- Develop and maintain appropriate filing systems.
- Distribute, collect, and summarize program surveys.
- Keep staff informed.
- Participate in staff meetings as needed.
- Perform other tasks as assigned.
- Commit to working at least 1-2 days a week; 4 or 8-hour shifts.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Microsoft Office applications and data entry experience. Advanced Microsoft Office training is a plus.
- High school diploma, with technical or advanced education preferred.
- Bilingual in Spanish/English preferred
- Additional qualifications as an Administrative Assistant will be a plus.

PREFERRED SKILLS

- Possess strong writing, speaking, and organizational skills.
- Ability to work independently or as part of a team, with minimal direction.
- Ability to cope with changing situations and work under pressure.
- Strong organizational skills with the ability to multi-task
- Attention to detail and problem-solving.
- Requires good, basic, clerical, and administrative skills with emphasis on verbal and written communication skills (in English); good common sense; positive attitude; willingness to take initiative; and ability to maintain confidentiality.
- Requires regular verbal and written contact with administrative personnel, and middle and senior management. The nature of these communications ranges from a routine exchange of information to a process of securing information



and/or responding to inquiries where explanation and discussion may be required using judgment.
Requires the ability to use the following equipment: computer, computer software, scanner, printer, telephone, copier, facsimile machine, calculator, and postage machine. May use other equipment as required for the position.

ADDITIONAL REQUIREMENTS

Personal car available for agency business
Valid Texas Driver's License
Valid auto liability insurance.

Employee:		Date:	
Supervisor:		Date:	
CEO:		Date:	
Last Updated By:	Benny Benbow, MPA	Date/Time:	August 14, 2023