



Strengthening & Equipping Neighborhoods Together

Administrative Assistant Job Description

Team Member:		Supervisor:	Executive Director
FLSA (Exempt/Non-Exempt):	Hourly (Non-exempt)	Position (full or part-time):	Full-time
Location:	Hi-Crest area	Travel Required:	Minimal if any
Hours:	40 hours per week	Supervises:	No
Last Updated (date & by):	09.16.2021, ScottHR	Starting wage:	\$15 per hour

Primary interactions with:

Volunteers, SENT staff, leadership and partners, vendors, suppliers, and community members.

Work schedule: Full-time hours necessary to complete work assignments

55% Administrative support

35% People interactions

10% Clerical support

SENT's Mission:

Intentionally walking beside neighbors through loving relationships and strategic development to accomplish the holistic transformation of neighborhoods in Shawnee County.

SENT's Vision:

Holistic transformation of neighborhoods in Shawnee County, with an emphasis in Hi-Crest.

SENT's Core Values:

Relocation, Redistribution, Reconciliation, Holistic Approach, Empowerment, Listening to the Community, and Leadership Development.

Position mission:

The Administrative Assistant provides support to SENT staff through being collaborative and encouraging while creating and supporting an energized and positive work environment.

Essential Functions:

- General administrative tasks to support SENT staff
- Open, date stamp and distribute mail
- Receive and route incoming calls and visitors
- Coordinate special projects
- Clerical work: prep and complete documents; write communication, filing and other duties
- Maintain office files
- Supports the CEO in all secretarial and administrative matters, as needed and as assigned.
- Schedules meetings and interoffice spaces; Provides additional scheduling for the CEO such as phone calls, outside meetings, etc.
- Provides meeting preparation (RSVP, notices, reminders, materials) and room set-up/clean-up.
- Uses post office's Intelligent Mail services for bulk item mailings several times per year
- Participate in the training and support of new employees as needed.
- Completes special assignments and projects as needed.
- General office responsibilities as needed.
- Go to person for office maintenance.

- Receive and process payments for SENT Prep Academy
- Receive and process insurance payments for Mental Health
- Responsible for acknowledging staff birthdays by distributing cards for signature
- Track expenses and prepare monthly expense reports
- Request price quotes from vendors for various items
- Event Organization (Annual Meeting, Board Retreats, various recognition/celebration events)
- Updates internal phone list and distributes as needed
- Maintains all official governance records of the organization
- Maintains Board and committee rosters
- Maintains and updates contact information for the CEO
- Maintains website

General Responsibilities:

- Demonstrate a great work ethic and attitude
- Support SENT's strong relationship culture through quality customer service and exceptional teamwork skills
- Provide superior client service by resolving problems efficiently and responding timely
- Prioritize and manage work effectively
- Identify and implement solutions to problems in general and urgent matters
- Actively seek to add and enhance knowledge regarding developments and current trends in the industry that will serve SENT's needs
- Seek the counsel of supervisor on assignments and financial concerns or other issues as appropriate
- Work collaboratively with staff to maintain a team environment to accomplish the tasks necessary to serve and support the company
- Be flexible to accept additional assignments as requested by leadership
- Cross-train for other positions to cover when necessary
- Demonstrate professionalism while representing SENT (onsite, professional and community events and via communications)
- Participate and attend meetings as requested
- Recommend policies and procedures as it relates to the area of responsibility
- Provide timely responses to inquiries for information to customers, staff, and vendors
- Comply with federal, state, and local laws
 - Follow SENT's policies and procedures
- Other duties as assigned

Performance Measurements and Accountability:

- Accurate and timely completion of the work assignments
- Collaborative relationships are developed and maintained with clients and staff (internal and external)
 - Team player that accomplishes work tasks in collaboration with others
 - Ability to change while accepting and supporting management decisions
- Achievement of objectives as outlined by leadership
- Strict confidence and confidentiality
- Arrive and depart from work in a timely manner per schedule

Qualifications: (Knowledge, Skill and Ability)

- Personal and professional recommendations that reflects a caring, encouraging disposition
- Technologically savvy – demonstrate the ability to learn/implement/train others on new programs and software quickly
 - Advanced Microsoft Office Suite skills
 - Familiarity with G Suite/Google Drive
- Pass appropriate background checks
- Resident or willing to live in the SENT focus area, preferred
- Knowledge and support of the [mission, vision, values, and strategies](#) of SENT
- Knowledge of and agreement with CCDA principles as it applies to SENT initiatives.
 - <https://ccda.org/about/philosophy/>

o <https://senttopeka.com/our-philosophy>

- Ability to work efficiently and effectively within approved budget
- Ability to make effective decisions that produce positive results
- Ability to communicate effectively through both verbal and written communication
- Attention to detail
- Ability to organize work and projects to ensure timely completion
- Evidence of strong people skills: collaboration, compassion, and a team player
- Valid Kansas driver's license
- Demonstrates excellent teamwork skills and willingness to work together with others to achieve successful outcomes
- Demonstrates emotional maturity and stability and the ability to handle crisis situations

Physical Demands:

- Lift and move items up to 50 pounds
- Strong verbal and written abilities
- Ability to sit, stand and walk for extended periods of time
- Ability to concentrate on detailed information
- Ability to work on the computer for several hours at a time
- Ability to bend, kneel and reach items
- Frequent use of hands to finger, handle or feel objects, tools or controls
- Must be able to speak and listen effectively
- Vision abilities for close vision, color vision, peripheral vision and depth perception

Work Environment:

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job.

- Office environment; majority of time spent in a pleasant, indoor environment with good lighting and temperature control.
- This is a non-smoking work environment, including all premises and other such areas
- Travel may be required, which may entail standard travel risks

I can perform this job without accommodation

I need accommodation to perform this job

I have read and understand all aspects of the Job Description and agree that I am fully capable to perform the essential functions as outlined. If an accommodation is necessary, I will speak with the appropriate individual. I agree to perform to the best of my ability.

This job description is only a summary of the typical functions of this position, not an exhaustive nor all-inclusive list of all possible job responsibilities, tasks, duties, knowledge, skill, and ability required to perform this job. Responsibilities and requirements may vary. This job description does not state nor imply that these are the only activities to be performed by the team member holding this position. Staff are required to follow other job-related instructions and perform other job-related responsibilities as requested by management. Job descriptions are not intended to and do not create employment contracts. SENT maintains its status as an at-will employer. Team members can be terminated at any time, for any reason not prohibited by law.

Team Member signature:

Date submitted:

By checking this box, I verify the above is my electronic signature