



POSITION DESCRIPTION

Position Title: Administrative Assistant

Salary Range: \$17.00 - \$21.00/hour

Category: Full-Time

Status: Non-Exempt

Location: Amarillo, Tx

Reports to: Director of Marketing & Communications

Work Schedule: 8:30 am- 4:30 pm Monday – Friday; must be available to work early mornings, late evenings, and weekends, as needed. Travel Required: Local travel in the service area; some travel to State and Regional meetings.

POSITION OVERVIEW

The Administrative Assistant will assist with the day-to-day communications and administrative duties of managerial employees in the organization.

The Administrative Assistant operates as the organization's gate keeper by answering calls, taking messages, scheduling meetings, maintaining an active presence on social media, and performing other important facility tasks as assigned.

ESSENTIAL DUTIES

General:

- Answer incoming phone calls and assist/greet walk-in visitors.
- Transfer phone calls and take phone messages (as needed) with key customers/volunteers/donors.
- Order office, restroom, kitchen, and meeting supplies as requested.
- Recruit volunteers to serve as receptionists, when appropriate.
- Create and maintain an up-to-date protocol notebook for all front desk procedures (volunteers/staff.)
- Assist in training and supporting Line Avenue front desk staff and volunteers.
- Prepare daily cards for volunteer/donor birthdays.
- Provide backup administrative and clerical support to President & CEO, Director of Marketing & Communications, and other departments as needed.
- Provide assistance in setting up/tearing down meetings.
- Provide assistance in putting together packets for meetings/trainings.
- Assist in copying documents, sending faxes/e-mails, proofreading, and mail mergers.
- Assist in filing documentation, as requested.
- Create graphic work and written content for social media, and for digital and print materials.
- Work closely with President & CEO and the Director of Marketing & Communications to provide efficient and effective workflow throughout the office.
- Serve as courier (as requested) for materials, letters, checks etc... for board members, staff and volunteers.

- Share responsibilities for maintaining clean and professional appearance in reception area daily.
- Share responsibilities for maintaining clean and professional appearance in kitchen daily.
- Check coffee table in reception area daily and restock supplies.
- Water plants weekly.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- Requires High School diploma or equivalent.
- Requires at least six months' experience in Administrative Assistance field.
- Requires strong computer skills.
- Requires excellent customer service skills.
- Ability to work independently with minimal supervision considering time constraints.
- Requires strong attention to detail and organizational skills.
- Requires the ability to work and concentrate in a busy environment and to multitask amid various distractions.
- Requires understanding of various social media platforms.
- Requires familiarity with Canva or Adobe Creative Cloud.

PHYSICAL DEMANDS

- The environment for this position is an open office that is mostly clean and comfortable and may include driving a Company or personal-owned vehicle approximately **10%** of the time which includes exposure to the outside weather elements and moving mechanical parts. It may include some minor annoyances such as noise, odors, drafts, etc. The incumbent is in a non-confined office-type setting in which he or she is free to move about at will.
- The incumbent in the course of performing this position spends time writing, typing, speaking, listening, lifting (up to **50** pounds), driving, seeing (such as close, color and peripheral vision, depth perception and adjusted focus), sitting, pulling, walking, standing, and reaching.
- The incumbent in this position must be able to accommodate to reading documents or instruments, detailed work, problem solving, customer contact, reasoning, math, language, presentations, verbal and written communication, analytical reasoning, stress, and multiple concurrent tasks.

***The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as exhaustive of all responsibilities, duties, and skills required of personnel so classified.**

To apply, please email your cover letter and resume to Adriana@uwamarillocanyon.org