



Job Posting

2532 N 4th St #506
Flagstaff, AZ 86004
928-774-4503 * 928-774-5809 Fax
www.northlandfamily.org

Date : March 4, 2010
Position : Administrative Specialist
Department : HALO House
Status : Non-Exempt/Benefits Eligible
Salary : \$13.50/Hour, 40/hours weekly, M-F, daytime
Closing Date: Open until filled
Funds : SUBJECT TO FUNDS AVAILABILITY

POSITION SUMMARY

This position is primarily responsible for performing administrative support tasks, maintaining agency database, statistical reporting, maintaining a donor database, public relations, agency correspondence, receiving callers and visitors and coordinating donation processing.

ESSENTIAL FUNCTIONS / RESPONSIBILITIES

Data Management:

- Manage and maintain database system for agency programs.
- Prepare and submit claims and maintain records for Child and Adult Care Food Program.
- Maintain client files and security safeguards for computer systems.
- Enter data from client charts, collection tools, computer programs, and raw data.
- Coordinate completion of all program reports.
- Maintain donor database and produce monthly donor acknowledgements
- Draft business correspondence for the Executive Director
- Pick up and process mail.
- Provide basic training and support to agency's computer users.
- Other duties as assigned.

Administrative Functions:

- Provide administrative support to Executive Director, HR Director and Finance Coordinator
- Provide support on grant applications and renewals.
- Draft requests for donations and track correspondence with donors.
- Maintain agency website and update as needed.
- Assist with scheduling and facilitating regular projects.
- Operate a multi-line telephone system in a courteous and professional manner.
- Greet and assist walk-in clients, shelter residents, donors, and other visitors.
- Develop and maintain donation coordination system.
- Maintain visitor log and confidentiality agreements.
- Coordinate maintenance of the facility, as well as special projects.
- Coordinate routine maintenance of office equipment.
- Attend meetings as required.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to organize and prioritize workload.
- Attention to detail.
- Ability to meet deadlines and manage multiple tasks and projects.
- Knowledge of the functions and capabilities of database systems.
- Experience with Microsoft Excel, Word, Outlook, PowerPoint and/or Access.
- Ability to develop rapport and positively interact with others.
- Ability to effectively communicate information and ideas in written and oral formats.
- Ability to maintain professional standards of confidentiality.

MINIMUM QUALIFICATIONS

- Must be at least 21 years of age.
- Bachelors Degree preferred.
- Four years of applicable experience and/or two years experience working with database.
- Any equivalent combination of experience, training and/or education approved by Human Resources.

POSITION ACCOUNTABILITY

- Executive Director

WORKING CONDITIONS / PHYSICAL REQUIREMENTS

- Position requires long periods of immobility during word-processing and data entry.
- Position requires some exposure to intensely emotional persons or situations.

REQUIRED CERTIFICATIONS

- Fingerprint Clearance Card.
- Successful annual TB Test.
- Valid Driver License, clean driving record and proof of auto insurance.