



Job Title:	Administrative Assistant	Position Type:	Full Time
Department/Group:	Administration; Reports to Executive Director	Education Required:	High School Diploma
Location:	810 Bryant Street, Kalamazoo	Travel Required:	Intermittent local travel
Level/Salary Range:	Dependent Upon Experience	Skills Required:	MS Office, Email, etc.
Date posted:	03/20/2016	Skills Preferred:	
Posting Expires:	When filled	Mission:	Passion for Community Homeworks' mission to foster dignified housing for low income families.

Applications Accepted: Please send resume and cover letter via Email or Mail

E-mail: swright@communityhomeworks.org **Subject Line:** Bookkeeper Position
Mail: Shaun Wright, Community Homeworks, 810 Bryant Street, Kalamazoo, MI 49001

General Summary
 Support Community Homeworks in their mission to serve low-income families through education, weatherization, critical home repairs, and energy efficiencies by providing direct administrative assistance to the Executive Director and operational support to office, program, and technical staff. Other related work as required.

Represent Community Homeworks in a professional manner with courteous customer service and a neat and professional appearance. Adherence to employment and personnel policies is required. This job has direct customer and client contact and frequent interaction with others who support our programs and services. Identify areas of improvement, propose and implement solutions.

- Assistant to the Executive Director
 - Schedule appointments and maintain calendar.
 - Organize and maintain paper and electronic files.
 - Generate correspondence.
 - Prepare documents; includes packaging funding proposals.
 - Track petty cash.
 - Be familiar with and understand the organizational budget.
 - Provide general administrative and clerical support.
 - Assist with the compilation and submission of monthly reports
 - Generate and compile board and committee packets
 - Other duties as assigned
- Office Administration
 - Answer telephone, screen and direct calls, take and relay messages.
 - Provide general program and services information to callers, visitors, and prospective clients.
 - Greet visitors and direct them as appropriate.
 - Attend to incoming and outgoing mail.
 - Organize meetings; schedule conference room.
 - Be aware of staff comings and goings; contact staff regarding updates to daily activities as needed.
 - Organize and maintain general office supplies.
 - Help keep office environs, including front desk area, copy room, and conference room, in state of general neatness.
 - Provide general administrative and clerical support.
- Program Support
 - Have knowledge about Community Homeworks programs and services.
 - Notify staff of changes/cancellations to repairs appointments/calendar.
 - Screen prospective clients for programs; send out applications for services as appropriate.
 - Update and maintain client paper and electronic files.

Disclaimer
 The above statements are intended to describe the general nature and level of work to be performed by the person in this position. They are not intended as an exhaustive list of all responsibilities, duties, and skills required of the person in this position. The listed duties may be changed at the discretion of the supervisor.