

Job Description
Community Advocates Public Policy Institute
Office Assistant

POSITION: Office Assistant
REPORTS TO: Prevention Services Manager

Job Description:

The Office Assistant will organize and coordinate office administration and procedures, in order to ensure organizational effectiveness, efficiency and safety. The Office Assistant is responsible for streamlining administrative procedures, inventory control, assisting with meeting and event logistics and general administrative tasks. The Office Assistant will also work closely with the Communications Manager to create engaging content for department social media presence including keeping social media channels updated and seeking out new ways to connect with audiences.

Duties and Responsibilities:

1. Uses a personal computer and a variety of office software applications including word processing, email, and file management. Creates documents in Word or uses predefined templates and form letters. Creates or maintains files in Excel. May create PowerPoint presentations and use Access or other databases.
2. Operates office equipment such as printers, copy machines, fax machines. Serves as liaison with service and vendor personnel.
3. Coordinates, organizes, and takes minutes at meetings, and supports other department activities, events and functions. Schedules or obtains use of rooms and sets up rooms and equipment for use.
4. Assists social media management with large projects, events, and community management
5. Analyses and reports audience information and demographics, and success of existing social media projects
6. Proposes new ideas and concepts for social media content
7. Creates content that promotes audience interaction, increases audience presence on company sites, and encourages audience participation
8. Implement procedural and policy changes to improve operational efficiency.
9. Organize, monitor and maintain office supplies inventory, office equipment and office area.
10. Maintain a safe and secure working environment
11. Performs other related duties as assigned.

Qualifications/Skills:

- High School Diploma or Associate's Degree.
- Ability work well under limited supervision.
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills

- Proficient in MS Office
- Knowledge of clerical practices and procedures

Special Conditions/Travel: Must be able to lift 25 pounds. Some travel may be required.

Deadline to Apply: Monday, September 14, 2020.

Reply to: Send resume and cover letter to prevention@communityadvocates.net. Only Adobe Acrobat PDF or Microsoft Word documents accepted.

Benefits: Community Advocates compensation package includes company-paid health, life, short & long term disability insurance; employee-paid dental and vision; 401(k) plan, Flexible Spending Accounts (dependent and medical) and generous paid time off.