



**Center for Family Violence Prevention
Job Description
Program Administrative Assistant**

Job Summary: Part time position, up to 20 hours per week, 9:00am-3:00pm.

Reporting Relationship: Administrative Assistant reports to the Interim Executive Director

Qualifications: Associate degree in business administration or human services related field; one year experience or a combination of education and experience.

Primary Responsibilities:

- Welcome new clients entering the program and complete information form with clients
- Exhibit effective interpersonal, cultural, and sensitivity skills that build mutual trust and respect with clients
- Apply ethical standards of professional behavior in working with clients
- Respond to the needs of residents, provide supplies, offer support to residents
- Filing of forms in office
- Provides general clerical support Microsoft preferred
- Supervises and maintains adequate inventories of general supply items (orders, stocks, etc.) Answer phones and takes messages