

United Way of Central Florida Job Description

Position Title: Administrative Assistant

Department: Success By 6	FLSA Classification: Non-exempt / Hourly
Location: Family Fundamentals	EEO Classification: Administrative Support
Supervisor: Family Fundamentals Program Manager	Status: Full Time

Summary: To be responsible for the daily operations of the Family Fundamentals, Parent Resource Center.

Essential Duties and Responsibilities include the following. Other duties may be assigned to meet business needs.

- Operate a multi-line phone system and greet and direct visitors
- Open and close the building on a daily basis
- Answer and direct incoming calls; take messages for staff as needed
- Greet and assist all visitors; direct to correct staff, class or meeting
- Ensure all visitors sign in upon arrival
- Schedule rooms and distribute the daily schedule
- Update and maintain the data base and run reports
- Conduct a periodic walk-thru to determine maintenance issues and arrange for repairs as needed
- Provide administrative and event support to the Program Manager and other departments as needed
- Receive and sign for deliveries
- Order and maintain all building and program supplies
- Perform clerical duties such as mailing, typing, photocopying and filing
- Follow all organization's policies, practices, and procedures
- Participate in proactive team efforts to achieve departmental and company goals
- Provide leadership to others through example and sharing of knowledge/skill
- Perform other duties as assigned

Qualification/Requirements:

- Ability to read, analyze and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees or organization
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Proficient personal computer skills including electronic mail, recordkeeping, routine database activity, word processing, spreadsheets and graphics
- Ability to handle multiple tasks simultaneously

Education/Training/Experience

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High school diploma or general education degree (GED); and two years related experience and/or training; or equivalent combination of education and experience.

Physical Demands:

Moderate physical activity performing somewhat strenuous daily activities of a primarily administrative nature. Includes sitting and/or standing for extended periods of time with the ability to lift up to 25 lbs.

Manual dexterity sufficient to reach/handle items, works with the fingers and perceives attributes of objects and materials.

Travel Demands: Must have reliable transportation and ability to travel to worksites and community based meetings and events

Disaster Response: Every United Way of Central Florida employee is a disaster response worker and is expected to work any time when the Polk County Emergency Support Function (ESF) is activated. It is expected that all employees will work in their disaster response roles as assigned after they have assessed the welfare of their families and the safety of their own surroundings.