

POSITION: ADMINISTRATIVE ASSOCIATE (part-time)

SUPERVISOR: Administrative Manager

SUPERVISES: NA

FLSA: Hourly / Non-Exempt

DATE: 10/2022

POSITION SUMMARY:

The Administrative Associate uses a variety of skills to support the core operational functions of Families Forward Virginia. Working closely with the Administrative Manager, this position helps ensure the smooth flow of the organization. The Administrative Associate maintains the organization's high professional standards and attention to detail in all aspects of the role.

RESPONSIBILITIES:

Supports the Families Forward Training Team with preparing and distributing training materials, monitoring training registrations.

Performs complex data entry into PC-based database program.

Assists the Finance Manager to with routine filing and document management; assists with reconciling monthly credit card statements and receipts.

Prepares pinwheel orders for shipment and/or pickup.

Runs errands as needed, including light shopping for meeting refreshments and taking packages to the Post Office.

Other duties as assigned.

VALUES-BASED SUCCESS CRITERIA:

Earns others' trust and respect through consistent honesty and professionalism in all interactions; works proactively to identify and solve problems

Works well independently, using resources effectively – and asks for help when needed; learns and applies new skills

Diligently attends to details and pursues quality in setting priorities, accomplishing tasks and meeting deadlines

Serves as an open and available resource to colleagues across the organization and align with Families Forward's culture of proactive management.

Embraces an "all hands on deck" work environment where everyone is vital to its success and there is a sense of both individual ownership and shared purpose.

Adopts a proactive approach to setting and maintaining an organizational culture that is positive, professional, respectful, inclusive, energetic and constructive.

REQUIRED EXPERIENCE AND EDUCATION:

Any combination of education and experience equivalent to graduation from high school or 2 years of data entry or administrative experience. Experience developing positive relationships with guests, vendors, and coworkers.

KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrated dependability, cooperation, initiative and judgment skills.

Demonstrated sound critical-thinking skills and ability to apply them in a variety of functions and environments.

Demonstrated attention to detail with unwavering commitment to quality and accuracy.

General knowledge of operation of a computer with word processing and database experience; ability to type accurately and at a reasonable rate of speed.

Excellent interpersonal skills;

- Ability to establish and maintain effective working relationships with other employees and the general public.
- Ability to interact with persons of diverse socioeconomic status, ethnic/racial backgrounds, sexual orientation, and gender expression.
- Ability to provide professional communication in all environments

Ability to shift and change activities in response to changing organizational priorities.

Maintain positive ongoing relationships

LICENSURES, CERTIFICATIONS AND ENDORSEMENTS:

Possession of a valid Virginia Driver's license

AN EQUAL OPPORTUNITY EMPLOYER:

It is Families Forward's policy to provide an equal employment opportunity for all applicants regardless of race, color, religion, age, sex (including pregnancy, gender identity and sexual orientation), national origin, disability or genetic information, veteran status, or any other protected characteristic as established by law. Families Forward hires only U.S. citizens and Non-citizens who are legally authorized to work in the United States.