

**Florida Network of Youth & Family Services
Job Posting
(3 pages)**

Position Title: **Administrative Assistant**

Reports to: **Chief Operating Officer**

Salary Range: **\$35,000 to \$45,000**

This job description is effective November 5th, 2019 and will remain effective until revised by the President and CEO.

Summary Description

Responsible for providing clerical and administrative support to the Florida Network Office. This is a full time professional, non-exempt position that provides administrative and clerical support to the Florida Network staff and operations.

Essential Duties and Responsibilities:

The following items are included in the essential duties and responsibilities for this position. Other duties may be assigned as needed:

Administrative Support:

1. Provides administrative support to the Florida Network office
 - Ensures all phone calls are answered and redirected accordingly. Retrieves, responds, and/or forwards voicemail messages left on main phone line
 - Ensures guests are warmly welcomed and made to feel comfortable
 - Maintains and manages the professional appearance of the lobby and common areas at all times
 - Processes all incoming mail daily, which includes checks and invoices for various staff
 - Runs errands as needed
 - Assists with printing and copying for all Florida Network staff

2. Manages office supplies and equipment
 - Stocks work room with necessary supplies
 - Orders and manages office supplies for staff
 - Ensures all office supplies and equipment are purchased at the lowest rates possible and uses coupons/discounts when available
 - Ensures all office supplies and equipment receive quotes from PRIDE and RESPECT when applicable, per the Florida Network Policy & Procedure guidelines
 - Obtains necessary quotes for office equipment
 - Maintains all general use office and work room equipment- (PolyCom, phones, mail machine, copier, etc.)

Florida Network of Youth & Family Services
Position Description
(3 PAGES)

Organizational Support:

1. Provides organizational support to Florida Network Staff
 - Assists in meeting/event preparation and execution
 - Provides miscellaneous staff support, including travel arrangements, special projects, etc.
 - Attends staff meetings
 - Engages in special projects as directed
 - Coordinates vendor communication with CFO
 - Other duties as assigned by the COO

2. Manages office files and lists
 - Maintains office distribution and contact lists
 - Maintains and keeps organization files, documentation and other important records up-to-date and current
 - Manages and maintains office Resource Guide
 - Archives and files office correspondence and documents
 - Assists in document maintenance and filing

Qualification Requirements:

To perform in this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

A minimum of a Bachelor's degree and two years' experience in general office work is required. Administrative or other related experience may be substituted for degree, upon the discretion of the CEO. Must be able to work from a desktop personal computer and be very competent in Microsoft Office, and ideally possess knowledge or skills in SharePoint.

Communications Skills:

Excellent communications skills (verbal and written) are essential. A solid knowledge of the rules of grammar and punctuation are required. Must be able to maintain pleasant and professional communication skills with many types of people.

Professional Ability:

Must be able to prioritize work tasks, phone calls, mail and faxes. Must be able to break down

Florida Network of Youth & Family Services
Position Description
(3 PAGES)

complex tasks/projects into measurable objectives with logical time progression. Utilize Independent judgment in daily tasks. Must be able to manage own duties and responsibilities on a fixed schedule without the need for direction or assistance in prioritization. Must be willing to produce work of the highest quality and fully committed to service – by responding quickly, kindly, and accurately to our customers (colleagues, members, funders, clients, etc.) and to see their needs through to resolution.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This employee may be called upon to work irregular hours due to responsibilities that require out-of-town travel to attend functions as necessary, or for other reasons. Occasional lifting, up to 20 pounds of force occasionally may be required to move objects while performing the duties of this position.

Normal office environment with little exposure to excessive noise, dust, temperature, and the like. Extended viewing of CRT screen.

Salary Range: \$35,000 - \$45,000

The Florida Network currently* provides 100% of cost of individual health insurance (Capital Health Plan), 100% of cost for individual dental insurance, provides both matching and direct contributions for retirement, and competitive leave and holiday

*Benefits are subject to change based upon budgetary constraints

E-mail resumes to jobs@floridanetwork.org

Posting Valid November 5, 2019 through November 19, 2019