



## **Pulse Life Advocates**

### **Job Description**

**Job Title:** Administrative Assistant

**Reports To:** Executive Director

### **Summary:**

Under the direct supervision of the Executive Director incumbent provides administrative support for Pulse Life Advocates through general clerical and office activities.

### **Essential Duties and Responsibilities:**

- Responsible for handling communications involving sorting mail, general e-mail and voicemail.
- Processes payments and donations. Maintains and Updates Pulse's donor database.
- Schedules and coordinates the activities of volunteers.
- Maintains files, records, forms, mailing lists and other documents and materials vital for the operations of the agency.
- Orders office supplies; oversees and maintains educational resource inventory.
- Assists in preparing for events
- Performs other duties as assigned.

### **Competencies:**

**Quality/Quantity:** uses technology to increase productivity; demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; completes work in timely manner; strives to increase productivity.

**Job Knowledge:** competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments and uses resources effectively; requires minimal supervision; displays understanding of how job relates to others.

Workplace Ethics: treats people with respect; inspires the trust of others; works ethically and with integrity; maintains confidential information; supports pro-life ethics.

Communication: expresses ideas and thoughts verbally and in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods; listens and gets clarification.

Teamwork and Cooperation: establishes and maintains effective relations; displays positive outlook and pleasant manner; offers assistance and support to co-workers; works actively to resolve conflicts and gives and welcomes feedback; contributes to building a positive team spirit.

Dependability: responds to requests for service and assistance; follows instructions, responds to management's direction; takes responsibility for own actions; commits to doing the best job possible; keeps commitments; meets attendance and punctuality guidelines.

Planning/Organization: prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; works in an organized manner.

**Knowledge, Skills & Abilities Required:**

- Working knowledge of donor software program, Quick Books, on-line giving procedures and general accounting practices
- Ability to effectively communicate both orally and in writing with customers, coworkers, and supervisors
- Working knowledge of Microsoft office products including word, excel, publisher, and powerpoint
- Ability to use all pertinent office equipment
- Display a professional and pleasant demeanor in dealing with donors and volunteers

**Qualifications:**

To perform this job 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**

Associate's degree (A. A.) or equivalent from two-year College or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

**Language Skills**

Ability to read and interpret documents such as procedure manuals. Ability to write routine reports and business correspondence. Ability to respond to question and speak effectively to managers and employees of the organization and to the general public.

**Computer Skills**

Familiarity of Microsoft Office software applications including Word and Excel. Knowledge of Microsoft Outlook.

**Office Skills and Abilities**

Knowledge of standard office procedures including filing, mail processing and record keeping. Ability to type with accuracy on a computer keyboard. Proofreads with accuracy and completeness to produce documents requiring minimal revisions by others. Utilizes proper English grammar, punctuation, and spelling. Working knowledge of Spanish beneficial.

**Other Qualifications**

Knowledge of Pulse for Life policies and office procedures as they relate to work activities and ability to maintain confidentiality.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

25 hours per week