



## Administrative Assistant

### Job Summary

- Empowering Youth & Families Outreach is looking to hire a master multi-tasker with excellent communication skills and an upbeat attitude. Candidates should be able to assist management and all visitors at the facility by handling office tasks, providing polite and professional assistance via phone, mail, and e-mail, making reservations or other arrangements, and generally being a helpful and positive presence in the workplace.
- To be successful as an Administrative Assistant at EYFO, candidates should be self-driven, professional, polite, and attentive while also being accurate. They should always be prepared and responsive, willing to meet each challenge directly. The Administrative Assistants must be comfortable with secretarial and administrative duties, computers, and general office tasks and excel at verbal and written communication. Most

importantly, Administrative Assistants should have a genuine desire to meet the needs of others.

## **Administrative Assistant Responsibilities**

- Greet and assist students, parents, and other visitors.
- Register for the MERIT stars identification.
- Take the online Washington State Stars 30-hour certification.
- Screening phone calls and routing callers to the appropriate party.
- Maintain polite and professional communication via phone, e-mail, and mail.
- Schedules appointments and maintains calendars. Providing real-time scheduling support by booking appointments and preventing conflicts.
- Schedule and coordinate staff and other meetings, including the planning of events.
- Handling office tasks, such as filing, generating reports and presentations,
- The ability to maintain and create social media pages
- The ability to create surveys and distribute and disseminate data
- Effective communication between our liaisons about our partnerships and resources to the communities we serve.
- Using computers to generate reports, transcribe meeting minutes, create presentations, conduct research, set up meetings, and reorder supplies.
- Composes and produces communications such as memos, emails, business correspondences, flyers, monthly and end-of-year reports, and

related materials or guides the work of other staff that makes these materials.

- Anticipate the needs of others to ensure their seamless and positive experience.
- Collate and distribute mail.
- Create and maintain filing systems, both electronic and physical.
- Reviews and signs materials, as authorized.
- Edits documents produced by others.
- Ensures confidentiality and controls access to sensitive information, such as staff personnel files.
- Responds to inquiries and requests for information requiring knowledge of EYFO departmental and company policies and procedures.
- Train in the YPQI Youth Program Quality Initiative best practices for youth.
- Serves as an internal resource to administrators or staff on departmental and company procedures.
- Arranges with vendors for services, prepares agendas, gather and organizes supporting information, and manages production and distribution of related materials.
- Oversees office operations.
- Schedules, assigns and prioritizes workload by setting appropriate deadlines.
- \*The company reserves the right to add or change duties at any time.
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## **Administrative Assistant Requirements**

- Education: Associate's degree
- Experience: 2 + years of related experience
- Prior administrative experience.
- Being Multilingual is a bonus
- Desire to be proactive and create a positive experience for others.
- Current Red Cross CPR/First Aid certifications, bloodborne pathogens, and a Tuberculosis test clearance within the past year.
- Current King County Food Handlers Permit.
- To be hired, must pass a criminal background check.

## **Administrative Assistant Skills**

- Excellent written and verbal communication
- Strong knowledge of Microsoft Office (Word, Excel, and PowerPoint) and Outlook
- Detailed oriented
- Excellent organizational skills – ability to keep self and others organized.
- Service orientation

- Self-motivated
- Administration
- Clerical