
Administrative Assistant

The Administrative Assistant will perform administrative duties for executive management to be consistent with the purpose and goals set forth by the Community Opportunity Center (COC) Board of Directors. The Administrative Assistant will adhere to COC policies and procedures, and the public acts, rules and regulations under which homes associated with COC operate. The Administrative Assistant reports to the Executive Director.

Duties and Responsibilities:

Administrative Duties

- Cross train across programming, human resources, accounting and office management departments.
- Perform office functions with regard to daily operations including billing, accounts receivable, answering phones, and assist with maintaining compliance with regulatory agency requirements.
- Work with Executive Director to complete special projects as needed.

Communications and Outreach

- Compose and design newsletters, maintain websites and other forms of media.
- Prepare and present information about COC to the community upon request.
- Aid in recruitment and development of volunteers, prepare communications to volunteers and maintain volunteer roster

Qualifications:

- Strong interpersonal skills that reflect ability to perform and prioritize multiple tasks with excellent attention to detail
- Expert level of written and verbal communication skills
- Proactive approach to problem-solving with strong decision-making capability.
- Emotional maturity
- Highly resourceful team player, with the ability to also be extremely effective independently.
- Ability to handle confidential information.
- Demonstrate the highest level of customer service.
- Demonstrate ability to achieve high performance goals and meet deadlines in a fast paced environment
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and social media web platforms

Essential Job Requirements:

- Employee must be 18 years of age.
- Employee must be able to read and write proficiently.
- Valid Michigan driver's license and proof of good driving record and insurability.
- High school diploma or its equivalent.

Your job description is the Policy and Procedures Manual at the Corporate Office. Your signature below signifies that you have reviewed your job description and understand that it is available for your review at any time. You also understand that you can ask questions of your supervisor about your job description, which you received, reviewed, and signed upon hire and annually thereafter.

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____