

**CATHOLIC SOCIAL SERVICES
REFUGEE ASSISTANCE AND IMMIGRATION SERVICES
JOB DESCRIPTION**

TITLE: Administrative Assistant
PROGRAM: Alaska Office for Refugees (AOR)
STATUS: Full time/hourly/non-exempt
SUPERVISED BY: State Refugee Coordinator
UPDATED: 8/2/23

JOB SUMMARY: This position will provide overall administrative support to the Alaska Office for Refugees Program. This position will entail several responsibilities, to include: assistance with reporting, database management, purchasing and payments, meeting assistance, and other duties as assigned.

QUALIFICATIONS:

Competencies: Must be able to maintain program/guest/agency confidentiality and treat each individual with dignity and respect. Ability to set and observe appropriate personal limits and boundaries. Excellent interpersonal skills, self-confidence, initiative and flexibility required. Ability to relate positively to program directors, staff, community service providers, and CSS clients. Flexibility to deal effectively with a variety of people, situations, problems and challenges. Highly organized with a keen attention to detail; strong leadership skills; self-motivated and directed; works well within a rapidly changing environment; punctual; effective communication, interpersonal skills, and strong writing skills.

Education/Experience: High School Diploma or GED. One year of administrative assistant experience is preferred.

Skills: Strong oral and written communication skills necessary. Capable of dealing with many tasks at once and identifying priorities in a multifaceted environment. Computer proficiency in Microsoft Suite, including database management, required. Ability to complete paperwork thoroughly and accurately.

DUTIES & RESPONSIBILITIES:

1. Supports the work of the AOR department through general secretarial and administrative duties including:
 - Word Processing: reports, spreadsheets, correspondence, meeting notices, agendas, and minutes, budgets, and other documents.
 - Copy, collate: documents, correspondence, etc.
 - Running Errands: meeting necessities, delivering paperwork, other occasional errands.

- Maintains appointment calendar(s), assisting with scheduling of meetings.

2. Maintains a wide variety of manual and electronic documents files and records for providing up-to-date information and/or historical reference in accordance with established administrative guidelines.

3. Assists with and participate in agency and program activities, daily functions, and special projects.

4. Assists in planning and setting up events hosted by AOR (e.g. Alaska Resettlement Conference).

5. Submits checks requests for sub-awardee payments.

6. Responds to a variety of inquiries from a variety of internal and external parties (e.g. potential clients, public agencies, etc.) for the purpose of providing information or direction and/or facilitating communication among parties.

7. Supports AOR staff with assigned administrative tasks to provide assistance with their functions and responsibilities.

8. Other duties as assigned.

Physical Requirements: Ability to lift 30 pounds.

Training Requirements: Agency and department orientation; First aid/CPR; de-escalation techniques; blood borne pathogens and any other updated training, as required. Attend all staff meetings and in service training as required.

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 as needed.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____