

GSFS Administrative Assistant

The Administrative Assistant of Good Samaritan Family Services (GSFS) will seek to provide organizational, clerical, and administrative support while upholding the core values and principles of GSFS at all times. The Administrative Assistant will pursue excellence and achievement in regard to assisting people with the help that GSFS is able to provide, and refer them to the other agencies that may be able to help when we can't. This team member must be flexible, able to function well in a highly stimulating environment, respond to interruptions as they occur and work independently to accomplish assigned tasks.

The Administrative Assistant Position will be classified as an Exempt, Part-Time (30hr/wk), salary position. This is a split position in which 20hr/wk the area of responsibility would focus on the Pantry / Resale shop, and 10hr/wk would focus on executive administrative tasks. It will be the responsibility of the Executive Director and the Pantry & Resale Director to ensure that hours and responsibilities are being met. Included with this position is 2 weeks paid vacation as per the vacation policy in the GSFS policy manual.

Status:

The Administrative Assistant is a part-time, exempt position.

Reporting:

The Administrative Assistant will report directly to the Executive Director or the Pantry / Resale Director depending on the task at hand.

Specific Responsibilities:

The Administrative Assistant will be responsible for but not limited to:

- Open & Close of resale shop, furniture store, and food pantry as needed
- Answer phones & respond timely to messages
- Assist with special events as needed
- Inventory management
- Quickly and efficiently respond to, and assist clients with emergency needs accordingly
- Work with other organizations to assist clients
- Intake, count, and administer funds based on GSFS policies
- Create, edit, review, organize, and manage various documents, some of which will be confidential
- Assist donors with physical donations when needed
- Must be willing to work occasional Saturdays and Tuesday evenings
- Coordinating & scheduling meetings
- Assist with design, coordination, and implementation of various development and marketing tasks (website, e-newsletter, social media, newsletters, etc.)

Qualifications:

The Administrative Assistant will be thoroughly committed to the mission of GSFS, including full agreement with our Core Values and Statement of Beliefs. Other qualifications and necessary skills include:

- Excellence in organizational, communication, and time management skills
- Office management experience
- Able to take initiative and work independently while managing multiple tasks, under minimal supervision
- Thorough knowledge of various computer programs and applications
- A commitment to a high level of integrity and standards both personally and those established by GSFS
- The ability to work in and be a part of a dynamic multifaceted team which seeks to demonstrate an upbeat attitude