



Title: Administrative Assistant

Type: Hourly

Hours: 24 hours per week

Salary: \$18.25 - \$18.75/hour

Deadline: August 14, 2020

Avenues partners with youth experiencing homelessness to achieve their dreams, providing short-term and long-term supportive housing along with supportive services for youth experiencing housing instability and homelessness. We strive to do that in a safe and nurturing environment through a social justice lens. Avenues seeks to support youth and young families while they define their experiences, life dreams and futures. Our work takes into account historical trauma, systems of oppression and intersectionality while being grounded in the power of resiliency, healing and community.

The Administrative Assistant supports the program, development, and finance and operations departments, with responsibilities for a variety of tasks including data entry, correspondence, meeting scheduling, meeting preparation and documentation, as well as other general administrative tasks as assigned. This position reports to the Executive Director, with tasks also delegated by the Directors of Program, Development, and Finance and Operations.

ESSENTIAL RESPONSIBILITIES:

- Enter and upload donor data into the donor database
- Prepare large batches of donor correspondence including acknowledgement letters using mail merge functionality
- Enter program data and coordinate data collection to track program outcomes
- Assist with food and supplies inventory at Avenues' two shelters
- Assist with grant and contract billing
- Schedule meetings and trainings and prepare agendas and materials
- Prepare new employee orientation materials
- Document participation in required trainings for all employees
- General administrative tasks which may include organizing and maintaining files, and updating files and records, and typing correspondence

QUALIFICATIONS:

- General office skills and ability to operate standard office equipment.
- Proficient in Microsoft Office 365 and Outlook scheduling.
- Proficient in Microsoft Word, Excel, & Power Point.
- Familiarity with Donor Perfect a plus.
- Excellent attention to detail, organizational and communication skills.
- Strong people skills and the ability to communicate effectively with a diverse population.

- Experience maintaining confidentiality.
- Ability to work as a team member and independently.
- Flexibility and willingness to work primarily remotely for the next 6 -12 months.
- Ability to balance and prioritize multiple tasks delegated from a number of staff members.
- Ability to lift 40 pounds and to climb several levels of stairs.
- Cognizant of, and sensitive to, the needs of youth experiencing homelessness.

Avenues is an Equal Opportunity Employer. People of color, women, trans and gender-nonconforming people, and applicants with lived experience connected to Avenues mission are strongly encouraged to apply.

TO APPLY: Send cover letter, resume, and references to Katherine Meerse, at kmeerse@avenuesforyouth.org. No phone calls please.