



Position Description

Job Title:	Administrative Assistant (Full-time: 37.5 hours/week)
Department:	Administration
Reports To:	Executive Director
FSLA Status:	Non-Exempt

SUMMARY

Communities In Schools of Northwest Michigan is looking for an experienced Administrative Assistant full-time (37.5 hours/week). In addition to general clerical tasks, the administrative assistant also assists the Executive Director with human resource, payroll, and bookkeeping tasks, as well as fundraising activities. Confidentiality, excellent organizational skills and accuracy are important qualifications for this position, as well as the ability to communicate clearly. The ideal candidate for this position is a skilled multi-tasker, is reliable and is committed to consistently meeting deadlines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Act as community liaison for all of the agencies in the Mancelona Family Resource Center (MFRC) including duties such as receiving and greeting clients, answering phones, distributing mail, and maintaining accurate records.
- Provide initial screening and referral to appropriate service provider agency within and outside the MFRC including determining and responding to crisis contacts.
- Work with Health Department of Northwest Michigan Facilities Manager in addressing building issues including performing various building maintenance activities such as maintaining building security, generator weekly check, troubleshooting building issues, and completing OSHA reports.
- Complete tasks such as typing, filing, copying and mailing documents as requested.
- Maintain running calendar and planner of upcoming events, meetings, for the building.
- Abide by federal or state law, rule or regulation, regarding confidentiality in connection with the provision of services or other activity within the MFRC and CIS.
- Assist with the organization of various events and activities including CIS fundraising activities.
- Assist with CIS marketing and public relations including performing desktop publishing and managing the CIS facebook page, website, etc.
- Maintain donor database and correspondence(s).
- Collect, analyze, and report relevant data including volunteer hours, program activities, etc.
- Maintain inventory of CIS program supplies and office equipment, ordering when necessary.
- Maintain calendar of CIS activities.
- Carry out various tasks and activities in relation to the CIS School Site Programs:
 - Providing clerical support as needed to CIS Site Coordinators
 - Maintaining various reports and logs

- Developing marketing materials
 - Assistance in maintaining child care licensing requirements
- Perform bi-weekly payroll and general bookkeeping duties.
- Assist CIS Executive Director with human resource activities such as health insurance, fringe benefits, 403(b) plan, employee recognition activities, etc.
- Assist with creating and maintaining employee files including tracking professional development and ongoing training.
- Assist CIS Executive Director with communication with the CIS Board of Directors and board development activities.

QUALIFICATIONS

- Bachelor's Degree in Business, Accounting or related field
- Experience working in accounts payable and receivable, general ledger, payroll and payroll reports
- Experience in nonprofit accounting including grants and donations
- Strong knowledge of generally accepted accounting principles
- Extensive experience with data entry, record keeping and computer operation
- Proficiency in Microsoft Office, Excel and QuickBooks

WORK ENVIRONMENT

- Regular and satisfactory attendance and punctuality are required.
- Other duties within the scope of the employee's skills and abilities as assigned by the supervisor.
- Criminal background check required.
- Location: CIS Main Office, Mancelona