



Genesis Project Job Description

Position:	Administrative Assistant
Responsible to:	Executive Director
Position Supervised:	Interns

The Genesis Project is a residential group home for abused boys in DHS custody, ages 6-12. Genesis provides a stable environment where children learn to be children. The goal of the Genesis Project is to prepare each child for a long-term family placement. Treatment is individualized in order to address specific needs unique to each child. Positive behaviors are reinforced to build self-esteem and encourage a sense of accomplishment.

The Genesis Project utilizes evidence-based trauma-informed treatments and therapies and training methods. We follow the six guiding principles to a trauma-informed approach including safety, trustworthiness and transparency; peer support, collaboration and mutuality; empowerment and choice; and cultural, historical and gender issues.

The position is part time, at least 20 hours/week with some flexibility in hours.

Position Expectations/Purpose:

1. Maintain positive, professional attitude and appearance
2. Provide general support to guests, staff and residents, including answering doors and escorting, as necessary
3. Carry out administrative duties such as filing, typing, copying, binding, scanning, etc.
4. Prepare conference room for staff meetings and/or other events as requested, including setting up conference calls, web-based meetings, presentations and external meetings/events as necessary
5. Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
6. Maintain business calendar
7. Handle sensitive information in a confidential manner
8. Develop and update administrative systems to make them more efficient
9. Resolve administrative problems
10. Coordinate repairs to office equipment
11. Answer and direct phone calls
12. Organize and schedule appointments
13. Maintain contact lists
14. Produce and distribute correspondence memos, letters, faxes and forms
15. Assist in the preparation of regularly scheduled reports
16. Book travel arrangements

17. Submit and reconcile expense reports, including collection of receipts, preparation of invoices
18. Research and create presentations
19. Generate reports
20. Handle multiple projects
21. Exercise professional courtesies, including providing refreshments or meals for meetings or other events
22. Run errands for admin staff, as necessary
23. Ensure professional appearance of admin public spaces
24. Maintain sanitary environment for admin restroom and coffee bar, including emptying trash cans and wiping down surfaces.

Additional Duties:

1. Promote positive teamwork and communication among staff and residents. Use good judgment, maintain self-control, knowing when to recognize when other staff need help or need to be removed from a crisis.
2. Handle all emergencies and crises professionally using the trauma-informed care model.
3. Be a positive role model for residents and staff
4. This is non an all-inclusive list. The Executive Director may assign other duties and responsibilities.

Requirements

1. Must pass background check
2. Proven admin or assistant experience
3. Knowledge of office management systems and procedures
4. Excellent time management skills and ability to multi-task and prioritize work
5. Attention to detail and problem-solving skills
6. Excellent written and verbal communication skills
7. Strong organizational and planning skills
8. Proficient at MS Office
9. High school diploma or equivalent