

# Hallie Q. Brown Community Center, Inc.

## JOB DESCRIPTION

---

---

**POSITION TITLE:** Administrative Assistant

**DEPT:** Administration

---

**SUPERVISED BY:** Executive Coordinator

---

**TITLES SUPERVISED:** n/a

---

**FLSA:** Non-Exempt

---

**SALARY GRADE:** \$10-\$14/hour

---

**POSITION SUMMARY:** Supports the general clerical, reception and bookkeeping activities of the Administrative offices. Provides administrative support to the Executive Director and Management Team, including scheduling appointments, correspondence, filing, etc.

---

**POSITION RESPONSIBILITIES:**

1. Answers main HQB telephone number, screens callers, relays messages, and greets visitors. Assists with maintaining the meeting room calendar.
2. Collects receipts for the Early Learning Center and After School Programs.
3. Collects receipts for the Food Shelf and donations for HQB. Writes and sends thank you notes.
4. Balances collected receipts, ensuring accurate bookkeeping and related activities.
5. Provides administrative support for the Executive Director and Management Team for the preparation of correspondence, scheduling, filing, etc.
6. Picks up and delivers mail and materials as required.
7. Operates office equipment such as photocopier, fax machine, and calculator.
8. Operates personal computer to access e-mail, electronic calendars, and other basic office support software.
9. Perform errands and special projects as requested by supervisor.

---

**QUALIFICATIONS:**

**Education:** High School degree or equivalent. Vocational training in office procedures and personal computer use and word processing. Bachelor's degree preferred.

**Work Experience:** 3+ years of secretarial or office administration experience.

**Other Requirements:**

- Dealing with confidential information
  - Tight deadlines
  - Excellent verbal and written communication skills
  - Ability to work effectively with employees, colleagues and manager.
  - Agree to mandated child abuse reporting guidelines
- 
-