

## **Franklin County DIAL/SELF Job Description**

**Title:** Administrative Assistant

**Department:** Administration

**Supervisor:** Operations Director

**Status:** Part-Time (37.5 hours per week), non-exempt employee

### **Job Summary:**

DIAL/SELF is committed to creating a culture of diversity, equity and inclusion, and the work of this position will benefit from applicants able and willing to embrace this commitment.

The Administrative Assistant works with the guidance of the Operations Director and Executive Director to further the goals of the agency. General administrative support may include but not be limited to data entry, bookkeeping support, hard copy filing systems, fundraising events, volunteer engagement, agency inventory control and agency/program compliance review.

The person in this position has a high chance for advancement to Coordinator/Director level positions in Human Resources and/or Fiscal Management based on current projections for agency growth and succession planning.

### **COVID-19 considerations:**

All staff are required to wear masks on site, and during in-person interactions. The agency is considering a COVID-19 vaccine employee requirement policy. If you have questions about how this policy would impact you please ask. There is an expectation of on-site work in Greenfield, MA, with some remote work possible.

### **Qualifications:**

- Applicants with lived experience (navigating homelessness and housing instability as a youth or young adult) strongly preferred.
- Applicants with Spanish and/or ASL fluency strongly preferred
- Appropriate training and education
- Ability to maintain confidentiality of protected and need to know information
- Excellent communication and interpersonal skills
- Willingness to engage in workplace learning and apply learned skills
- Ability to manage multiple-tasks with priorities that can change from day to day
- Basic competency with smartphones, tablets, email and web-based data entry systems and strong Microsoft Excel spreadsheet skills
- Familiarity with accounting software (QuickBooks Pro preferred)
- Excellent attention to detail
- Ability to walk up and down 3 flights of stairs
- Must have a valid driver's license, reliable transportation, and have safe driving record (no major faults in last 3 years)
- CORI, SORI, DCF and FBI background required by funders as part of hiring process

### **Duties and Responsibilities:**

- Enter payroll data into QuickBooks
- Enter accounts payable and receivable into QuickBooks
- Maintain hard copies of all files, ensuring adequate back up is preserved
- Scan hard copy items into digital file systems
- Update and maintain cash flow projections

- Maintain all Human Resource files
- Purchase and distribute office supplies
- Make other purchases for programs as directed
- Support staff with fundraising campaign event logistics as needed
- Assist the Operations Director with ongoing and emerging projects as needed
- Participate in appropriate trainings and staff meetings.
- Other duties as assigned

**Compensation:**

- \$18/Hour(+0.50/hour Spanish Fluency, +0.50/hour relevant Lived Experience, +1.00/hour for both Spanish Fluency and Lived Experience with housing insecurity as YYA)
- Health New England, Delta Dental (70% employer paid)
- Life Insurance (100% employer paid)
- MA Extended Family & Medical Leave (100% employer paid)
- 12 Paid Sick & 20 Days of Paid Time Off per fiscal year at starting
- Up to 30 minutes paid self-care time per day
- Retention Bonus after 1 year (\$600)

Version 8-15-2022