

womenspace

Job Title: Administrative Assistant

Department: Administration

Supervisor: Chief Executive Officer

Location: Business office

Shift: Monday – Friday, 9-5pm

Employment status: 1.0 FTE; non-exempt - \$13.50-\$15.00 per hour

Summary: Support Chief Executive Officer and Administration

Womenspace is an equal opportunity employer. All persons of every race, ethnic background, spiritual belief, economic status, gender identity, sexual orientation, age or personal ability are welcome.

Essential Duties and Responsibilities:

- Anticipate, analyze and meet the administrative demands of the CEO, multi-tasking to effectively handle the pace of activity and changing priorities.
- Prioritize matters requiring the CEO's attention.
- Manage appointments, meetings, and general calendar upkeep.
- Correspond with outside agencies and stakeholders.
- Exercise judgment and discretion in responding to correspondence, telephone, electronic and in-person inquiries—directly addressing issues independently or making appropriate inquiries or referrals as necessary.
- Expedite flow of time-sensitive documents, facilitate exchange of information and data necessary for staff to perform duties.
- Attend meeting with the CEO as requested and follow through on tasks.
- Event planning and logistics.
- Appropriately manage confidential information.
- Attend meetings and trainings as assigned.
- Miscellaneous duties: serve on, or staff, committees as requested; manage electronic and hard-copy record keeping systems, takes and transcribes minutes.
- Perform other related responsibilities as necessitated by the position.
- Support administrative staff: Development, Financial and Human Resources.
- Assist with preparing job descriptions and interview questions.
- Track applications, reference checks, facilitate pre-employment background checks.
- Assist managers with hiring process by providing hiring packet and HR handbook.
- Accurately manage documents and personnel files.
- Track timeline for insurance enrollment and anniversary date.
- Assist with compliance related areas by accessing reference materials and applying information.
- Review and manage time records.
- Create and maintain filing systems.
- Other duties as assigned.

womenspace

Knowledge, Skills and Abilities:

- Knowledge and ability to work with people from diverse backgrounds and underserved communities.
- Actively promote a professional workplace culture of mutual respect and collegiality for all members of the organization and our partner agencies.
- Demonstrated ability to remain calm, follow directives, and provide assistance in crisis situations.
- Understanding or ability to learn the dynamics of domestic violence and the impact on adult and child survivors.
- Excellent judgment and strong interpersonal skills. Must be well organized, creative, empathetic, and people oriented.
- Attention to detail.
- Excellent communication and time management skills.
- Ability to work collaboratively as well as independently with the ability to prioritize.

Required Qualifications:

- Three (3) years professional assistant experience, including experience managing an executive's calendar and arranging meetings.
- Highly proficient in Outlook, Word, Excel, Powerpoint
- Background check and Department of Motor Vehicle Driving Record review.
- Successful completion of the Womenspace training program.

Preferred Qualifications:

- Bilingual
- Supervision experience
- Expertise in Office 365
- Proficient in Quickbooks
- Database management experience

Application Procedure:

- [Complete online application.](#)
- Submit a cover letter and resume in PDF format with application.

The mission of Womenspace is to prevent domestic violence in intimate partner relationships in Lane County and support survivors in claiming personal power.