

Alliance Job Description

TITLE: Administrative Assistant
SALARY: \$10,400 to \$16,640
SUPERVISOR: Office Manager
STATUS: Full-Time (Non-Exempt)

Job Summary:

During a 40-hour work week, the Administrative Assistant reports to the Office Manager, will be bilingual, and have strong people skills. This position requires the ability to handle a wide variety of administrative and clerical tasks for non-profit agency. Will organize the office and assist associates to ensure organizational effectiveness, efficiency, and compliance. Must be familiar with office policies and procedures, and will participate in social justice training for staff development to understand the work regarding domestic and sexual violence focused on eliminating violence in American Samoa.

Essential Job Duties:

- Answers phone calls, takes messages and assists callers when possible.
- Opens and sorts mail.
- Handles all matters with confidentiality.
- Greets and assists visitors in a courteous, professional manner.
- Carries out administrative duties such as typing, copying, scanning, etc.
- Exhibits polite and professional communication via phone, e-mail, and mail.
- Manage and maintain purchasing and equipment inventory and office supply inventory.
- Maintains thorough knowledge of the office including the location of various files, documents, and reports. Keeps the office organized.
- Schedules meetings and assists in the preparation of meetings.
- Prepares purchase orders for payment.
- Prepare, update and maintain travel folders.
- Ensures all reports for the Board are provided to the Board of Directors.
- Ensures all job descriptions, Scope of Work contracts and Employee Handbook and Fiscal Manual are current.
- Follows up on all reimbursements to the Alliance.
- Research air fares and hotel accommodations for staff travel and submit for payment.
- Prepare and manage travel calendar including social calendar including celebration of staff birthdays and other special occasions.
- Increase awareness and knowledge on the systems of oppression that support promote domestic and sexual violence by attending training
- Completes other duties as assigned.

Qualifications:

Education

Associate degree diploma and/or a high school degree

Work Experience:

- Minimum two years' experience working for non-profit agency, focusing on domestic and sexual violence
- Minimum one year experiencing in secretarial/and or reception duties

Skills/Abilities:

- Competence in typing, and word-processing skills (Microsoft Word) and filing
- Ability to collaborate with other persons and facilitate planning and action;
- Ability to work as an integral member of a team and work with little or no supervision as required.
- Ability to follow direction and work effectively under pressure.
- Good planning, organization, problem-solving, decision-making with attention to accuracy and details
- Must be punctual and reliable.
- Ability to maintain confidentiality, and is able to work calmly under pressure
- Ability to work within the policies, standards, procedures and the vision, mission of the American Samoa Alliance against Domestic & Sexual Violence.
- Must possess a valid driver's license.
- Fluent in English and Samoan

Working Conditions:

Physical Demands:

The Administrative Assistant will spend long hours stilling and using office equipment and computers which can cause muscle strain. The Administrative Assistant will also have to do some lifting of supplies and materials from time to time.

Environment Conditions:

The incumbent is in a busy, open area office. The incumbent is faced with constant interruptions and must meet with others on a regular basis.

Confidentiality:

Due to the clients who seek assistance at the Alliance, our office provides a safe space for individuals to gain assistance regarding sensitive information in relation to their needs. The Alliance promotes a trauma free workplace and encourages "safe communications" among employees who may share highly sensitive information. This is done in confidence

and they have the right to expect that staff will respect their privacy and act appropriately. All staff members are directed under the Employee Handbook to be committed to confidentiality in the workplace.

Certification:

I certify that I have read and understand the responsibilities assigned to this position. And that this job description is an accurate description of the responsibilities assigned to this position.

Print Name/Signature

Date