



Job description – Administrative Assistant

The Roudenbush Community Center INC. is seeking an Administrative Assistant who will support our community education department and a variety of administrative and clerical tasks. This is a part-time position with the requirement of flexibility as needed to support The Roudenbush Community Center.

Responsibilities Include:

- Basic Customer Service skills for front desk operation.
- Greet and assist visitors, clients, and employees.
- Providing direction and guidance to support activities, events and classes.
- Working collaboratively with Marketing, Childcare and Community Education programs as needed.
- Answering emails and phone calls directed to the Community Center.
- Supporting Executive Director in administrative tasks as needed.
- Manages and enters scheduled building events, holidays & activities in calendar systems.
- Involvement in tracking/ management of space for the Community Education program.
- Maintain office security by following safety procedures and controlling access via the reception desk.

Qualifications

- Clean / Successful Cori Check
- Proven experience as an office administrator or in a similar role
- Knowledge of front desk operations and customer service principles
- Strong clerical skills with attention to detail
- Knowledge and understanding of Microsoft office products.
- Proficient in administrative tasks such as filing, data entry, and record keeping.
- Excellent verbal and written communication skills
- Excellent time management skills.
- Interpersonal Skills to create a pleasant experience for all customers.
- Schedule must be flexible.

Physical Requirements:

- Lifting up to 30-50 lbs. May, on occasion lift or move up to 75 pounds. Ability to hear, walk, sit, bend, reach, grasp, occasional stoop, crawl or crouch. Must be able to access all building levels. Use the telephone, copy and other standard office machines.

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of a specific statement of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. This position description does not constitute an employment agreement between the center and the employee and is subject to change by the center, as the needs of the job may require.

Job Type: Part Time

Schedule: 4 hour shift; 9am to 1pm Mon – Fri

Work Location: In person