

Franklin County DIAL/SELF Job Description

Title: Administrative Assistant

Department: Administration

Supervisor: Executive 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 require 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.

Opportunity for advancement: This position has been designed to provide training and experience that could lead to a Coordinator or Director level position in the next year as part of planned staff turnover and retirement.

COVID-19 considerations:

All staff are required to wear masks on site, and during in-person interactions in doors. There is an expectation of on-site work in Greenfield and the surrounding area for the majority of paid time, with a limited amount of remote work possible after provisional employment period is completed.

Preferred Qualifications:

- Lived experience of navigating homelessness and housing instability as a youth under 25 years old.
- Spanish or American Sign Language fluency.

Required Qualifications:

- 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 such as QuickBooks Pro
- Excellent attention to detail
- Understanding of confidentiality, and ability to maintain required boundaries
- Ability to walk up and down 3 flights of stairs
- Ability to work from home with internet access
- Must have a valid driver's license, reliable transportation, and have safe driving record with no major faults in last 3 years
- CORI, SORI, DCF and FBI background checks required by funders

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 cash flow projections
- Assist with 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 Executive Director and/or Operations Director with ongoing and emerging projects as needed
- Participate in appropriate trainings and staff meetings.
- Support agency peers as needed with tasks as part of team approach to support the needs of agency operations

Compensation:

- \$19/Hour, plus \$0.50/hour for Spanish or ASL Fluency, \$0.50/hour for relevant lived experience with housing insecurity as YYA. Rate of pay is determined by annual budget and not subject to negotiation.
- Health New England, Delta Dental, 70% employer paid
- Life Insurance, 100% employer paid
- MA Extended Family & Medical Leave, 100% employer paid
- 12 Paid Sick Days
- 21 Days of Paid Time Off per fiscal year. PTO increases annually.
- 403(b) Retirement plan with limited company match
- Up to 30 minutes paid self-care time per day
- Retention Bonus after 1 year (\$600)
- 403(b) Retirement plan with limited company match