



Office Administrator/Assistant to CEO Job Description

Overview

The focus of this position is to provide support to the President/CEO of Friends of the Poor and the Board of Directors, as well as the guidance of the daily function of the administrative office.

Responsibilities

- Providing a welcoming atmosphere to those working at or conducting business with Friends of the Poor. This includes on-site and off-site interactions.
- Assist with CEO's email inbox, calendar, and phone(s) and responding/scheduling in a timely and appropriate manner when needed.
- Assisting President/CEO in any tasks assigned by her.
- Working with Operations Director to coordinate and maintain the Friends of the Poor events calendar and proper implementation and communication to the staff.
- Answering phone calls, providing accurate, courteous information, returning messages in a timely manner and forwarding messages to appropriate representative when needed.
- Monitor and respond to emails and inquiries on Friends of the Poor email and social media; forward to appropriate representative when needed.
- Accurate, timely handling of incoming and outgoing mail.
- Timely notification to the media for press coverage of events and press releases.
- Hands on involvement in off-site events, including special events.
- Supervision of work study students and office volunteers.
- Accurate inventory of in-kind donations, deliveries, and office supplies.
- Organizing and executing staff functions.
- Maintaining and restocking all office supplies.
- Other general office tasks that pertain to the upkeep and success of the office building and the team that works from it such as copying, scanning, filing, bulk mailings, etc.
- Perform all other duties as assigned.

Qualifications

Must have excellent organization, multi-tasking, and follow-through abilities. Computer, interpersonal, oral and written communication skills necessary. Must possess the ability to work independently and/or in a team setting with fluidity. Always maintain confidentiality of consumers and donors. Must be able to pass all required background checks and hold a valid Pennsylvania driver's license with clean driving record. This position is mainly sedentary but will occasionally require standing and lifting up to 25 pounds, especially during seasonal events.

This is a full-time, salaried position with benefits. Salary commensurate with education and experience.

To apply, please send a cover letter and resume to funkhouserb@fotp-ihm.org.