

# Alice Aycock Poe Center for Health Education

## Job Description

**Position:** Administrative Assistant (PT)

**Reports To:** Executive Director (ED)

### **Position Summary:**

The Administrative Assistant works directly with on-site schools and other groups that come to the Poe Center for programming. The Administrative Assistant also contacts schools to confirm upcoming programming. The Administrative Assistant provides support for the Executive Director, Board of Directors, Operations Specialist, and other members of staff. The Administrative Assistant is expected to maintain a high level of professionalism as they work with visitors, donors, volunteers, school groups, and the Board. The Administrative Assistant supports the smooth day-to-day operations of the Poe Center.

### **Qualification Requirements:**

- BA or BS degree
- Computer literacy and mastery of Microsoft Office and G Suite software is a must
- Strong organizational and interpersonal communication skills
- Ability to work independently and as part of a team

### **Major Duties and Responsibilities:**

- Prepare, print, copy, and disseminate internal and external communication.
- Assist in supervising volunteers and interns under the direction of the Operations Specialist and Volunteer Coordinator.
- Coordinates the collection of data from participating schools on outcome data and other data, in coordination with the Data Specialist.
- Responsible for maintenance of office equipment including copy machines and laminator.
- Daily preparation to receive groups for educational programming including tasks such as: unlocking PlayWELL Park, updating the visitor board, readying supplemental packets for teachers, and other tasks based on the groups arriving.
- Provide telephone coverage and front door access.
- Assist in the preparations for Poe Center events, meetings, and programs.
- Attend and take minutes for the designated staff meetings.
- Assist Executive Director and Finance Director with new employee files and orientation.
- Inventory and purchase office supplies.
- Process daily mail, including donations and payments as they are received.
- Provide information to Scheduler on scheduling rental/usage of Board Room, atrium, or theaters. Help with physical setup of chairs, tables, podium, etc.
- Provide other administrative assistance to staff as needed.