

Administrative Assistant 2

Department: Office Approved By: _____

Date Written: 5/11/94 Date Revised: 7/7/03,6/21/11,7/15/15,
6/23/23, 6/28/24

Supervisor: Director of Human Resources

Supervises _____

JOB SUMMARY: Performs administrative assistance, receptionist duties, manages social media presence, maintains website, agency photography and videography.

ESSENTIAL FUNCTIONS:

1. Types correspondence, reports, memos, forms, assessments, etc. from dictated, handwritten, or other sources accurately and in a timely manner.
2. Responsible for maintaining the Paycom electronic personnel filing system and assists in other filing as needed.
3. Keeps accurate records of employee Driver's License and Insurance.
4. Administers Therap On-line Reporting Software (adding new admits, changing caseloads, adding/removing users, giving privileges, changing passwords, assists with new modules as needed).
5. Administrate Aspire's social media account, including but not limited to Facebook, Instagram, X (Twitter), Youtube, etc.
6. Obtain, edit and disseminate photos and video footage for promotional use by Aspire.
7. Creates and disseminates agency newsletter.
8. Maintains and troubleshoots agency website.
9. Assists with employee, parent, guardian surveys as needed.
10. Ensures the telephone is answered in a proper business-like manner and relays messages to the proper person/area via transferring calls, paging, voicemail, etc.
11. Greets visitors courteously, determines their needs, and directs them to the proper person and/or area.
12. Provide support as requested on minor computer and printer issues.
13. Works with agency Director on board related items: meeting reminders, packets, verify quorum, minutes signed and any other duties as assigned.
14. Responsible for agency response to condolences, memorials, etc.
15. Provide assistance to the Aspire Foundation Director in design and production of promotional materials and assisting with events as needed.
16. Provide back-up assistance to Director of Human Resources as needed.
17. Familiar with and complies to Aspire, Inc. policies and procedures.

18. Familiar with and complies to applicable accreditation standards.
19. Familiar with and complies to safety and sanitation regulations.
20. Completes, obtains, disseminates, updates and files all applicable forms/reports.
21. Co-plans, conducts, and attends extracurricular activities, workshops, in-services, and meetings as necessary.
22. Advocates for people supported.

ADDITIONAL FUNCTIONS:

1. Serves on and/or chairs agency committees as necessary.
2. Performs other reasonably related duties as assigned.

EDUCATION/EXPERIENCE/OTHER REQUIREMENTS:

1. Must possess a high school diploma or GED. Secretarial experience or degree preferred.
2. Proficient in utilizing Microsoft Office suite, Wordpress, Mailchimp, Survey Monkey, Canva, Dropbox, Zoom, business side of Facebook, Instagram, Youtube, Twitter, Snapchat and Tiktok.
3. Familiar with modern office methods and procedures, filing, telephone techniques, office equipment, as well as English usage, spelling, grammar and punctuation.
4. Communicate effectively, both orally and written (including human relations skills to deal effectively with visitors/co-workers in person or on the telephone).
5. Must perform administrative duties with speed and accuracy without immediate and constant supervision.
6. Must perform multiple tasks at one time (i.e. greet visitors, answer multi-line phone system, etc.).
7. Must prioritize, organize, meet timelines, and be detail orientated.
8. Must make important decisions, and exercise discretion and judgment.
9. Must be tactful, pleasant, and utilize a friendly approach when dealing with others.
10. Must successfully complete agency approved training and certifications.
11. Ability to stand, stoop, sit for long periods of time, lift moderate weights and pull/push items.

Every effort has been made to make your job description as complete as possible; however in no way is it stated or implied that these are the only duties you are required to perform. Other related duties necessary to meet the needs of the organization may be assigned to you.

Employee Signature

Date Reviewed