

Sarah's Inn is a community-based non-profit organization whose mission is to improve the lives of those affected by domestic violence and to break the cycle of violence for future generations

Looking for a great nonprofit organization with a strong community presence? You have found the right place at Sarah's Inn. Work with an organization that prioritizes staff development and work-life balance. Join our team of caring, knowledgeable, and passionate professionals who are dedicated to the mission of ending domestic violence.

Sarah's Inn offers competitive pay and benefits, including a flexible one-day per week remote work day, paid time off (25 days of vacation and sick time), 10 paid holidays per year, a Flexible Spending Account, a retirement plan, and robust health insurance plans (90% covered by the agency for individual coverage, 30% covered by agency for spouse/family coverage). The agency also provides a \$35.00 monthly cell/tech reimbursement and mileage/parking reimbursement. 100% agency paid short-term and long-term disability and a \$35,000 life insurance policy. Voluntary dental, vision and additional life insurance plans available.

Job Title: Administrative Assistant

Department: Administration

Reports To: Director of Finance & Operations

FLSA status: Non-Exempt/Full-Time

Salary: \$45,000 annually

Position Summary: The Administrative Assistant provides a range of program, operational and administrative support in furthering the mission and strategic goals of Sarah's Inn to the finance, operations and development teams. The Administrative Assistant is responsible for data entry, file review, billing, managing correspondence, appointments and calendars, supporting special events and other administrative and operational tasks. The successful candidate will have a keen eye to details, manage their time effectively, be organized and resourceful, and have the capacity to manage and prioritize tasks to ensure smooth workflow and daily operations of Sarah's Inn's programming and services.

Essential Duties and Responsibilities If invited for an interview, a full job description will be provided.

Coordinate the input of all service data and ensure compliance for victim service client files.

- Enter (daily or as needed) Staff Activities from the Google database into InfoNet in an accurate and timely manner.
- Collaborate with Program Data Coordinator to file direct service data weekly, in an accurate manner at the same time as recording Service Plan updates.
- Collaborate with Program Data Coordinator to maintain an annual file review system that involves pulling, storing and closing out inactive files from InfoNet and other applicable systems.
- Work together with Program Data Coordinator to create additional records to accommodate the growth of each individual client file every six months or as deemed necessary.
- Collaborate to assess and maintain room in the file room drawers to facilitate taking folders in/out. If stuffed to capacity with files, rearrange drawers to maximize room.

Administrative Duties

- Provide MS Office, copying, faxing, scanning and other core administrative support.
- Update and distribute organizational chart, staff telephone directory including birthday and anniversary list.

- Ensure Sarah's Inn's post office box is checked Monday, Wednesday and Friday, outgoing mail is dropped off daily, and incoming mail is distributed in an accurate and timely manner including communicating with staff if client mail is received.
- In coordination with the Director of Finance and Operations and the Associate Director ensure that the linkage agreement list is updated on a consistent basis and current linkage agreements are kept on file.
- Conduct weekly inventory control checks and report any ordering needs to the Operations Manager.
- Assist in the implementation of special projects for various teams and departments throughout the organization.
- Maintain working knowledge of office equipment (i.e. printers, copiers, scanners, etc.).
- Assist Operations Manager with vendor coordination and service requests.
- Assist the Director of Finance and Operations in submitting accounts payables to Bill.com, filing and audit preparation.
- Assist the Director of Finance and Operations in maintaining grant contract files.
- Provide the Program Data Coordinator with monthly and quarterly fiscal information for reporting purposes.
- Process monthly billing to designated government funders for services and programming rendered.
- Assist the Director of Finance and Operations with various grant compliance requests on an as-needed basis.
- Provide administrative support to the development team for special events and projects.
- Support the Executive Director with coordinating meetings and administrative tasks, including supporting the operations for the Board of Directors.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Education and/or Experience:

- AA Degree Required and/or Relevant Experience
- Minimum of 1 - 3 years of experience in administrative or office support. Experience with accounts payable and receivable is a plus.
- Proficiency with Microsoft Office programs (Word, Excel, etc.)
- Experience with Google Workspace a plus.

Knowledge and Skills: Commitment to Sarah's Inn's mission and anti-violence.

- Excellent communication, organizational, writing and proofreading skills.
- Ability to problem solve and make decisions individually and/or within a team and take necessary action.
- Ability to communicate effectively in diverse and persistent situations.
- Ability to prioritize and handle a variety of tasks, be self-directed and meet established deadlines.
- Ability to develop and maintain positive relationships with a wide variety of people, including but not limited to, staff, volunteers, interns, vendors, board members, government officials, community partners, and donors.
- Commitment to and experience in working with people from diverse ethnic, cultural, social, economic backgrounds and lifestyles.
- Ensure that all roles and responsibilities are carried out in accordance with Sarah's Inn's beliefs and values, and in accordance with policies and best practices, including maintaining confidentiality at all times and avoiding conflict of interest.

- Valid driver's license, current insurance and reliable car and/or access to reliable transportation to perform essential job responsibilities.
- Attainment of annual goals established between the Finance & Operations Director and the incumbent that are aligned with annual performance review, grant and funding requirements, Sarah's Inn's Strategic Plan and any board directives.

Sarah's Inn is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ethnicity, religion, sexual orientation, veteran status, national origin, or disability. EOE/M/F/D/V

Interested Candidates should submit cover letter and resume to accounting@sarahsinn.org - Indicate "Applying Administrative Assistant Position" in the Subject Line.