

Job Description



OVERVIEW	
Job Title	Administrative Assistant to Wellness Services
Department	ADAMS Wellness Services
Reporting Relationships	Reports to: AWS Program Manager
Role Purpose	To provide administrative support to all AWS departments

KEY ACCOUNTABILITIES & ACTIVITIES	
Key Accountabilities	Key Activities
Administrative Services (90%)	<ul style="list-style-type: none"> • Receive and respond to emails • Schedule meetings • Work with reservations • Submit marketing requests for website updates and flyers • Maintain AWS social media • Prepare reports and documents • Maintain Filing Cabinet • Greet office visitors • Prepare invoices • Assist with events (planning/attending) • Maintain calendar • Data Entry • Participate in weekly department meetings • Meeting minutes (note taking) • Being able to handle and manage the supervisor's emails, messages, calls, and notes after each session, and assist her with scheduling, etc.
Program Activities (10%)	<ul style="list-style-type: none"> • Support Programming related to these topics (Some weekends required) <ul style="list-style-type: none"> ○ Social Services ○ Mental Health ○ Accessibilities ○ Support Groups ○ Marriage Services

QUALIFICATIONS/REQUIREMENTS	
Necessary Knowledge, Skills and Experience	<ul style="list-style-type: none"> • Organizational Skills • Word/Excel/Outlook/Teams • Smartsheets • FMX – reservations • Must have excellent interpersonal skills and the ability to work well with a diverse community. • Must have excellent written communication skills

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	<ul style="list-style-type: none">• Should be familiar with American Culture.• Must maintain confidentiality of all clients• Must agree and follow ADAMS' mission and vision.
Education and Certification Requirements	<ul style="list-style-type: none">• Non-profit experience preferred• Some college required; Bachelors preferred

WORKING CONDITIONS

Working Environment	Although there is some flexibility with start and end timings, there should be some "core hours" throughout the week that are agreed upon with the AWS.
Work Timings	20 hrs/week,. Some evenings and weekends. Wednesday office is closed