



Job Title:	Administrative Assistant
Department:	Administration
Position Reports to:	Business Director
FLSA Status (Exempt or Non-exempt):	Non Exempt; Part Time

Position Summary:

The role of the Administrative Assistant (AA) is to manage multiple organizational duties providing general support to Frameworks of Tampa Bay. The AA is responsible for supporting each department as assigned, by assisting with functions including special projects and event support, board meeting preparation, general administrative support and executive administrative support to CEO and Business Director.

Primary Functions:

- Support all staff and programs as needed.
- Prepare for monthly Board of Directors meetings to include presentation materials, meeting materials, and timely lunch delivery.
- Assist with special projects as needed. Ability to handle multiple projects.
- Answer and direct phone calls.
- Organize and schedule meetings and appointments.
- Maintain contact lists.
- Produce and distribute correspondence memos, letters, faxes and forms.
- Assist in the preparation of regularly scheduled reports.
- Develop and maintain a filing system.
- Order office supplies.
- Book travel arrangements.
- Submit and reconcile expense reports.
- Provide general support to visitors.
- Provide information by answering questions and requests.
- Prepare and monitor invoices.
- Other duties as required.

Additional Functions:

- Understand, articulate, and promote the mission of the organization.
- Support the attainment of the organization's strategic goals, budgets, and priorities.
- Consistently model and promote the behaviors and values associated with the mission of the organization in all written, verbal, and non-verbal communication.

Required Education/Training and Experience:

- Minimum of an associate degree in administration/management or other related experience.
- Strong organizational skills.
- Strong oral and written communication skills.
- Knowledgeable and experienced in Microsoft Word, Excel, Outlook, Outlook Calendar and PowerPoint.
- Experience with nonprofit organizations a plus.
- Ability to maintain confidentiality.

**Knowledge, Skills and Abilities:**

- *Math, Reading, Written Communication, Oral Communication and Reasoning Ability* – college-level ability.
- Ability to work collaboratively with a variety of people.
- Ability to take direction from others.
- Ability to be self-managed but work well to support a team effort.
- Work well under time constraints and in stressful conditions.
- Excellent communication skills, verbal and written.
- Strong organizational skills to work independently and manage assigned projects.
- Experience working with computerized accounting/recordkeeping systems.
- Efficient time management and prioritization.
- High-energy, caring, self-starter, innovative, with a passion to succeed.
- Professional demeanor and appearance.

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is regularly required to talk and hear.
- This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stoop as necessary. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

Other Requirements:

- Valid State Driver's License.
- Access to a vehicle/listed as an insured driver with the ability to travel locally for company business.
- Must pass a background check as well as a drug screening test.

Supervision/Contacts:

- Receives direct supervision from the Business Director and indirect supervision from the CEO and other Leadership Team Members.
- Daily contact with Frameworks employees and management.
- Regular contact with board members, volunteers, donors, community partners, and suppliers/vendors.

Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines, calculator, alarm, reference books and automobile.

Frameworks of Tampa Bay, Inc. is an equal opportunity employer.
Job duties are subject to change with or without notice based on business needs.



I certify that I have reviewed and understand the requirements of performing this job and that I am capable of meeting each requirement, with or without reasonable accommodation. I understand that the essential and/or non-essential functions and the associated abilities, requirements and conditions outlined above describe the general nature and level of the work performed. I understand that they are not intended to and does not represent an exhaustive listing of all tasks involved in performing the job. I understand that business necessity may dictate changes in the position requirements at any time. I understand that even though I may be able to perform the job, there are other requirements I must meet before being offered the job. I understand that I must perform all essential and non-essential functions in a manner that is not hazardous to myself or to others. I also understand that any employment relationship with this company is of an "at-will" nature, which means that if employed I will be free to resign at any time, and that the Company may terminate my employment at any time, with or without prior notice.

Signature

Date