



Georgetown Harmony Homes
Position Title: **Administrative Assistant**
(Part time – 12-20 hours/week)
Reports to: Executive Director

Summary of Responsibilities:

The Georgetown Harmony Homes (GHH) Administrative Assistant (AA) provides a wide range of clerical and administrative support to the operations of the organization.

The Administrative Assistant is responsible to:

1. In word and deed, display Christ-like caring to residents, families, community contacts, and others as you represent GHH
2. Model, encourage and implement problem solving and cooperative interaction strategies
3. Follow written and oral instructions and procedures
4. Uphold confidentiality of client and donor information and other client recipient rights
5. Serve as receptionist and answer phones, providing information and referral as appropriate
6. Maintain data bases and enter information accurately, including donations, rent payments, etc
7. Produce accurate and useful reports from the databases, as requested
8. Monitor and assist with billings related to homes and office
9. Assist with the picking up and processing of mail
10. Communicate with accountant to keep records clear and accurate, as needed
11. Record all donations and ensure that thank-you letters are sent to all donors
12. Post engaging pictures and short stories on social media at least weekly
13. Develop and send an e-newsletter monthly
14. Take the lead in coordinating the development and mailing of a GHH Newsletter several times per year (number determined by Advancement Team)
15. Assist in the development and mailing of end-of-year letters and other appeals/promotions
16. Take the lead in the development and updating of the GHH website
17. Assist in the development and production of brochures and other promotional literature
18. Assist with the hiring process, onboarding, and tracking of personnel (posting job openings, maintaining records, etc.), as requested
19. Attend community meetings as requested
20. Order/purchase office supplies as needed
21. Assist with general office organization and the setting up of effective systems
22. Provide administrative support to fundraising events in planning, at the event, and following up
23. Assist office and home staff with technology issues
24. Provide support to the Board, Board teams, and home staff as requested
25. Help maintain the cleanliness of the office and common areas
26. Other duties as assigned

Necessary Qualifications:

1. Must understand and support the mission, vision, and values of Georgetown Harmony Homes.
2. Must be a high school graduate and at least 18 years of age
3. Must be able to complete required reports and follow written and oral instructions
4. Must pass a driving record check and criminal background check
5. Must have understanding and interest in working with people with developmental disabilities, and be mission-minded, with a servant attitude
6. Must work in collaboration with GHH Executive Director, Home Managers, residents' parents/guardians, supporters, Board members, and other constituents
7. Must have flexibility to participate in occasional events outside of normal hours
8. Must have a high level of skill with computers, CRM system, Microsoft Office, and other technology
9. Must have writing skills such that articles and letters can be drafted and require a minimum of basic editing
10. Must be physically, emotionally, and mentally capable of meeting responsibilities in a manner that adheres to the mission and core values of GHH

Other

1. This is a part-time, hourly, non-exempt position
2. There are no health or life insurance benefits
3. There are no paid time off benefits (vacation/sick/holiday/other)