

**Position:** Administrative Assistant

**Job Type:** Full-time & Non-exempt

The Administrative Assistant collaborates with the Director of Finance and Administration to ensure the office is run successfully every day.

**Qualifications:**

- Administrative training, preferably an associates or bachelors degree.
- Strong organizational and administrative skills, attention to detail, ability to multi-task.
- Professional demeanor and ability to maintain confidentiality in work environment.
- Exhibits compassion and understanding of the impacts of interpersonal violence on individuals and families.
- Demonstrates cultural humility, an understanding of systems of oppression, and a commitment to personal growth in skills and attitudes that promote equality and inclusion.
- Demonstrates ability to create and maintain collaborative relationships with coworkers, key stakeholders, and outside entities.
- Successful completion of the sexual assault counselor training provided by CVC.
- Must be able to provide FBI Criminal Clearance, PA State Police Criminal Clearance, and Child Abuse History Clearance.

**Responsibilities:**

**Clerical:**

- Act as agency liaison with phone, internet, and office equipment vendors.
- Arranges for appropriate service and maintenance of office equipment and systems.
- Maintain professional and orderly space in CVC's Allentown and Bethlehem offices.
- Maintain organized storage areas.
- Manages office supplies inventory and places orders as needed.

**Administrative Support:**

- Answers office phone line, takes messages, transfers calls to other staff, and provides general information and referrals to clients.
- Provide administrative support as needed for Executive Director & Director of Finance.
- Records and distributes staff meeting minutes.
- Facilitates staff sign-up for daytime on call shifts and creates daytime on call calendar.
- Maintains agency Google calendar with updates to staff agendas, daytime on call shifts, agency paid holidays, and staff events.
- Ensures that office extensions & staff phone number lists are up to date.
- Opens, dates, and distributes all mail daily.
- Organizes and distributes office mailings.
- Maintains office filing system.

- Manage timesheets, grant tracking sheets, and PTO calculators.

**General Agency Responsibilities:**

- Provides general supportive counseling to clients over the phone and in the waiting room when necessary.
- Contributes with intention to a positive and supportive agency culture based on care, trust, and our shared values.
- Assists and participates in agency events and activities.
- Other duties as assigned.

**Great Work Environment and Benefits.** Crime Victims Council provides a supportive, collaborative work environment that focuses on the growth and development of employees. Benefits include:

- Generous PTO package
- 12 major paid holidays
- Paid hour break
- Scheduling Flexibility
- Self-care and employee appreciation activities
- 403B Plan Enrollment and Employer Contribution after 1 year of full-time employment
- Health, Dental, Life, and LTD insurance (After 60 days of employment).

**Salary:** \$28,000.00 - \$32,000.00 per year

**\*Successful applicants must be able to provide current Pennsylvania State Police Criminal Clearance, FBI Criminal Clearance/Fingerprinting, and Child Abuse History Clearance.**

**\*\* RESUMES WITHOUT A COVER LETTER WILL NOT BE CONSIDERED \*\***