



NEW ORLEANS FAMILY JUSTICE CENTER
Administrative Assistant
Job Description

The New Orleans Family Justice Center is a nationally recognized, dynamic collaborative organization dedicated to providing immediate, effective and comprehensive services to survivors of domestic violence, sexual assault and stalking.

Job Summary:

The administrative assistant will assist with handling of the day to day operations of the FJC. This includes assisting the director and center coordinator with communications, scheduling meetings, event planning, building maintenance, and office management. Under the direction of the director and center coordinator, will assist in managing the office, assuring that work is performed in a timely and accurate manner; and represent the director and coordinator of the office as appropriate.

The administrative assistant will also assist in facilitating the needs of the FJC staff and partners (on and off-site). Additional duties include assisting with monthly and quarterly reporting, maintaining client files and database, and receptionist duties, as needed.

Knowledge, Skills and Abilities:

This position requires excellent communication, interpersonal, organizational and computer skills. It requires the ability to function both independently and as part of a team. The position requires attention to detail, the ability to follow-through on tasks and projects and the ability to manage multiple assignments. This position also requires flexibility to adapt and adjust to sudden changes in business needs and resources.

Minimum Qualifications:

Bachelor's Degree required. Minimum of two years experience providing executive-level secretarial and administrative support to a high-level executive or director, including one year of experience in a lead or supervisory capacity. Proven proficiency in Microsoft Office, including Word, Excel, and PowerPoint.

Essential Functions:

- Serve as administrative assistant to the director and coordinator of program, relieving the assigned director and center coordinator of a wide and complex variety of administrative details; coordinate and manage specialized functions or projects independently as assigned.
- Research, analyze and evaluate a wide variety of issues, data, recommendations and alternatives as assigned; use independent judgment to develop and provide recommendations, suggestions or information as appropriate.
- Perform administrative support duties to assist the director and coordinator in meeting reporting requirements, functional responsibilities; coordinate the office of the director and coordinator; assign, schedule, coordinate, oversee and evaluate the flow of office work and assure that work is performed in a timely and accurate manner.
- Serve as liaison between the director and the program coordinator, staff, program partners, Catholic Charities, community agencies and the general public by relaying messages, answering questions, clarifying information, responding to requests, resolving problems, or referring callers to the director or appropriate person.
- Discuss and review calendar and events daily with director and coordinator to assure timely coordination of office activities and status of assigned projects; prepare preliminary responses to correspondence for executive's approval.
- Assure that committee agenda items and supporting documents are developed, prepared and forwarded, following the approval of director.
- Monitor expenditures related to office supplies and building needs; obtain appropriate estimates, and prepare purchase requisitions.
- Order supplies and assure proper functioning of office equipment.
- Develop schedules related to program activities and services; maintain calendars and coordinate committee and other meetings; review, update and inform the director, coordinator and staff of essential timelines.
- Provide staff support, attend meetings, take notes; prepare and distribute agendas, background materials and minutes as appropriate.
- Train, supervise and evaluate student workers, when necessary.
- Compose correspondence independently; format, type, proofread, duplicate and distribute correspondence, notices, lists, forms, memoranda and other materials according to established procedures and standards.
- Establish complex, interrelated filing systems including confidential client files; collect, compile and record statistical and financial data and other information; research and verify information as requested.

- Perform related duties as assigned.

Reporting Relationship:

The Administrative Assistant reports to the Director and Coordinator of the Family Justice Center.