

All candidates please provide cover letter with resume to Alonda McGraw
amcgraw@ccaokc.org.

JOB TITLE: Administrative Assistant (Temporary)

FLSA DUTIES STATUS: Non-Exempt

REPORTS TO: Director of Refugee

JOB OBJECTIVE: The overall goal of the Refugee Resettlement department is to assist newly arrived families become self-sufficient in their new communities. The Administrative Assistant provides administrative support by performing a variety of clerical and secretarial tasks including answering, screening and transferring calls, distributing phone messages and U.S. mail, maintaining various databases, facilitating inter-department communication, and managing any mailing, bulk or otherwise.

This is a temporary position expected to end on or before September 30, 2023.

The essential job duties include but are not limited to:

1. Serves as primary contact for Refugee Resettlement Department for staff as well as clients and volunteers
2. Answers department phone, takes phone messages and distributes to appropriate staff, assists callers with information and referrals
3. As necessary, interfaces with walk-in clients, contacts clients and client families
4. Maintains lists, client data, and other tracking as needed
5. Works closely with case managers to support direct client services as needed
6. Creates client files and contract packets, and makes copies as needed
7. Monitors potential arrivals on refugee database

Ancillary job duties:

8. Maintains and orders office supplies as needed
9. Assists other Catholic Charities support staff as requested by Director
10. Coordinates department attendance of agency events such as retreats, Annual Mass and meeting, safety drills, and monthly meetings
11. Submits required agency reports in a timely manner.
12. Works collaboratively with other personnel and service providers to establish a respectful relationship with persons served
13. Types necessary correspondence as needed
14. Collects and records monthly statistics
15. Performs administrative tasks, compiles reports, attends and records staff and PQI meeting minutes.
16. Coordinates check requests, petty cash requests, etc.
17. Assumes other responsibilities related to Refugee services as indicated by director.

SUPERVISORY RESPONSIBILITIES:

This position does not have supervisory responsibilities.

MINIMUM QUALIFICATIONS FOR CONSIDERATION:

1. High School diploma or equivalent
2. Office management, communication and computer skills.
3. Two years' experience working in an office environment.
4. Pleasant phone personality
5. Bi-lingual in Spanish, Burmese, Congolese, or Arabic preferred.

Knowledge, skills and abilities:

1. Strong verbal and written communication, listening, and presentation skills.
 2. Strong flexible interpersonal skills required to interact effectively with employees and managers at all levels in the organization.
 3. Excellent organizational skills required to ensure that multiple tasks receive adequate and timely attention.
 4. Ability to take accurate messages, create and maintain databases, compose letters and correspondence, complete reports, keep files, update mailing lists and assist with event planning
 5. Ability to plan and prepare bulk mailings and email
 6. Able to function autonomously and be proactive.
 7. PC literate and proficient.
1. Good proficiency in Microsoft Office applications, including Excel.
 2. Good organizational and time management skills.

PHYSICAL REQUIREMENTS

This is typically sedentary work that requires the following physical activities:

3. Sitting for long periods of time, walking, finger dexterity, feeling, repetitive motions, talking, hearing, and visual acuity.
4. Occasional lifting (up to 10 pounds of computer equipment or paper supplies).
5. May be required to travel by car or plane to business events or other company locations. Travel may require prolonged sitting or standing.

However, due to the nature of resettlement activities, the following may also be required:

1. High energy and stamina to actively engage with participants
2. Ability to respond quickly to crisis situations

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS:

Working conditions vary based on organizational needs and may include:

1. Busy environment with noise and constant distractions

2. May be subjected to fast-paced decision-making, crisis situations.
3. Typical office environment.

NOTE: The above statements are intended to describe the general nature and level of work performed by an employee in this position. These statements are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of employees in this position.

Nothing in this job description restricts management's right to assign or reassign job duties as required. This job description is not to be construed as a guaranteed contract of employment for a definite period of time.