



Job Title: Administrative Assistant (.5 FTE)
Program: The Pavilions
Reports to: Program Director
Pay Range: \$10-\$14 per hour, plus employer paid benefits

Job descriptions are intended to present a general list of tasks/duties performed by employees. Job descriptions are not intended to reflect all duties performed within the job. Nothing in this job description forms or is intended to form a contract of employment. Employment with Crossroads for Women is at will.

ABOUT CROSSROADS FOR WOMEN AND THE PAVILIONS

Crossroads for Women works to break destructive cycles and support women to build their lives. The Pavilions, a therapeutic community in Valencia County, provides comprehensive, integrated services to support women working to break the cycle of homelessness and incarceration. Women receive support in building healthy, stable, and self-sufficient lives in the context of their family, community, and culture. Recognized by the New Mexico Legislature for outstanding services to the community, Crossroads for Women operates on a \$2M annual budget, with a staff just shy of 40 people and many community volunteers in four locations across central New Mexico.

POSITION SUMMARY

Under direct supervision provides assistance to the Program Director on administrative matters.

REQUIREMENTS

1. Associates degree in business or secretarial school. Three years of related experience in lieu of education.
2. Excellent written, verbal and interpersonal communication skills, and a commitment to treating others with respect.
3. Strong attention to detail, well organized Experience with Microsoft Office applications (Word, Excel, and Access).
4. Ability to work effectively in a rapidly changing, multi-task, crisis-oriented environment.
5. Ability to work independently and as part of the team to ensure that the highest quality and most relevant aspects of the job and services are provided.
6. Conduct relationships in such a way as to promote mutual respect, public respect, and improvement of services.
7. Willing to work to support the overall mission of the organization.
8. Ability to adhere to strict standards of confidentiality.
9. Must possess a valid New Mexico driver's license, a clean driving record, and proof of insurance; able and willing to travel locally as needed.
10. Must be bondable.
11. This position is subject to Criminal Background Check (post-offer).

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit for long periods of time. This position requires long periods of computer usage including typing and viewing a monitor.

The employee frequently is required to use hands, fingers to handle and feel. The employee must occasionally lift and/or move up to 50 pounds, including furniture. Specific vision abilities required by this job may include close vision, distance vision, and depth perception. Speak and hear face to face.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DUTIES AND RESPONSIBILITIES

1. Maintain client files, filing all documents in individual client files, ensuring that client name and identification appear on each page and alerting the clinical director to any issues regarding the client files.
2. Update logs as needed/directed.
3. Answer the phones and respond to administrative related calls as appropriate or direct calls to the appropriate staff person.
4. Answer questions from the public regarding site needs and field questions around volunteering and donations.
5. Provide meeting support including agenda preparation, compiling meeting materials, and communicating meeting logistics to staff and key participants as identified by the Program Director.
6. Make copies as requested to support projects, groups, meetings, and events.
7. Support logistical needs for site visits and on-site special events.
8. Establish and maintain relationships with vendors as directed by the Program Director.
9. Ensure adherence and compliance with agency fiscal policies, procedures, and standards approved by the Board of Directors.

OTHER

1. Attend staff and other meetings as necessary.
2. Assist with the maintenance of a safe, clean and organized work place.
3. Contributes to the management of donations as needed, including greeting donors, receiving the donation and ensuring that a donation receipt form is completed.
4. Other duties as assigned and relevant to the success of the mission of Crossroads for Women.

Crossroads for Women is an Equal Opportunity Employer. If interested please send your resume, cover letter and three professional references to: Crossroads for Women, Attn: Employment, 805 Tijeras NW Albuquerque, NM 87102 or e-mail the same to employment@crossroadsabq.org.