WRLP INC. OIC/CAA POSITION DESCRIPTION

JOB TITLE:	Administrative Assistant
SUPERVISED BY:	Executive Director
SUPERVISES:	0
DEPARTMENT NAME:	Executive
FLSA:	Non-Exempt
APPROVED BY:	**Executive Director**

Job Purpose: To support the Assistant Executive Director, Finance and Compliance Officer, CSBG Director and Training Manager providing support in multiple administrative areas of WRLP Inc./CAA operations.

Major Accountabilities

1. Coordinate all planning & logistical aspects of meetings, conferences, training programs, and travel related activities for Agency personnel.
2. Provide administrative clerical support as needed.
3. Answers and screens telephone calls and forwards as appropriate.
4. Create Agency forms, newsletters, flyers, and other correspondence relating to special meetings, board meetings, job-training, etc.
5. Maintaining of company website and social media platforms.
6. Attend agency related meetings as needed.
7. Perform other duties and assume other responsibility as apparent or as delegated.

Physical Requirements

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee regularly is required to stand, walk, sit, use hand to finger, handle or feel objects, tools, or controls; and reach with hands and arms.

The position occasionally lifts and/or moves up to 10-15 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Education, Knowledge, Skills & Abilities:

1. High School diploma or equivalent.
2. Excellent oral communication and presentation skills needed.
3. Must be proficient in MS Word, Excel, Access, Publisher and Outlook Express and Publisher.
4. Handle company funds/property in accordance to established policies and procedures.
5. Minimum of 2 – 3 years administrative support experience strongly desired.
6. Ability to work with individuals from diverse backgrounds and with diverse needs.
7. Ability to maintain effective and respected work relationships with others.
8. Must be flexible and a team player.
9. Valid driver's license required.