
Job Description: Administrative Assistant

Title:	Administrative Assistant
Classification:	Non-exempt/hourly
Work Hours:	Part-time, flexible but generally 8:30 – 2:30, Monday through Friday
Location:	MCEDV Office, One Weston Court, Suite 101, Augusta, and on site at events as necessary, sometimes overnight
Travel:	Statewide
Supervisor:	Education & Communications Director

Position Purpose and Overview:

Maine Coalition to End Domestic Violence (MCEDV) staff coordinate and integrate statewide work in response to domestic abuse and violence, dating violence, stalking and human trafficking. They are responsible for the direct work of MCEDV in developing and sustaining collaborative partnerships and programs that promote public policy, education, and systems advocacy to create and encourage a social, political, and economic environment that fosters communities where the diversity, dignity, and contributions of all are respected and celebrated. The Administrative Assistant ensures the smooth implementation of office procedures and supports the MCEDV staff in formatting, printing, and distributing a variety of documents, presentations, and multi-media programs. The Administrative Assistant, in partnership with MCEDV's Education & Communications Director, coordinates all logistics necessary for statewide and regional in-person meetings, training programs, and conferences, as well as internet-based meetings and webinars.

Worked Performed / Position Responsibilities

Administrative and Office Management:

MCEDV staff is generally responsible for their own paperwork and administrative functions as related to their primary work responsibilities, including preparing documents and reports as required. These office management tasks are intended to ensure that necessary resources are available in the office; to allow all staff to be efficient and effective; and to ensure effective communication with external vendors. The Administrative Assistant's responsibilities include:

- a. Supporting the MCEDV virtual office infrastructure through Office 365;
- b. Managing MCEDV meeting resources, such as use of the conference room and conference lines, and refreshment related equipment and supplies;
- c. Oversee maintenance of MCEDV office site, supplies, and equipment;

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- d. Maintain regular vendor relationships, service agreements and/or licenses for office equipment, including technology; assist Operations Director in resolving any vendor billing and payment issues;
 - e. Oversee physical safety and cleanliness of the office, including management of cleaning services;
 - f. Disseminate mail, check and route email received in general email inbox as well as voicemail messages received in general agency voicemail box as needed, in coordination with the Education & Communications Director;
 - g. Maintain master database of voicemail, email and website user name/passwords for staff, vendors, and grants;
 - h. Maintain and update equipment and software inventory.

Training and Technical Assistance:

Training and education are crucial elements of MCEDV's community awareness and prevention services, as well as essential for the provision of quality program services. MCEDV provides training and education activities for domestic violence resource center member programs, allies and community partners. All staff is involved in training and education within their content specialty areas. This position provides logistical support to ensure smooth registration, accommodation, and on-site needs of education and training participants and presenters. The Administrative Assistant will:

- a. Coordinate logistical aspects of in-person and online training activities for participants, including:
 - o Negotiation of contracts with identified conference sites regarding meeting spaces, lodging, meals, audio/visual technology, etc.;
 - o Outreach to participants and registration through Evite;
 - o On-site support for events, ensuring efficient registration of participants, support for presenters' presentation logistics, resolution of any issues with the event site staff, distribution of certificates to participants;
 - o Technical assistance regarding use of internet-based meeting platforms; and
 - o Post-event compilation of evaluations and entry into database.
- b. Coordinate execution of contracts with training presenters;
- c. Work with Operations Director to manage accounts receivable and payable as related to training invoices within the budget framework managed by the Education & Communications Director;
- d. Provide MCEDV member programs and community partners with training materials and/or links to on-line training resources.

Special Projects:

In 2019, MCEDV may move its offices to a new location. The Administrative Assistant will provide logistical support throughout that process, coordinating appointments to see prospective properties and the processing of moving and resettling in the new location.

Qualifications:

The successful applicant for Administrative Assistant will demonstrate:

- Excellent organizational skills and attention to detail;
- Appropriate conflict resolution methods which lead to positive solutions;
- Excellent communication and problem-solving skills;
- Time management skills;
- Excellent computer skills with proficiency in Microsoft Word, Excel, and Power Point; proficiency with other Office 365 programs preferred;
- Ability to maintain and preserve confidentiality;
- Ability to provide own transportation (fully-insured vehicle), provide proof of a valid driver's license, and compliance with Maine law regarding vehicle insurance;
- Ability to work collaboratively and cooperatively with a variety of people as well as independently with minimal supervision;
- Ability to successfully manage prioritization of tasks related to multiple projects; and
- Willingness and ability to travel in-state with occasional overnights

Additional Requirements:

- a. Must pass State Bureau of Investigation (SBI) check, Department of Health and Human Services (DHHS) Abuse and Neglect investigation, and Motor Vehicle Check.

Physical Requirements and Working Conditions:

- a. Must be able to work in a fast-paced, non-smoking, feminist-centered environment with the potential for stress;
- b. Must be able to drive and be available for travel to meetings;
- c. Must be able to work a flexible schedule when required by work demands;
- d. Must be able to do occasional lifting and transporting of materials.

MCEDV is an equal opportunity employer.

I have read and understand the above job description and will perform these duties to the best of my ability and knowledge. I have been given the opportunity to ask questions regarding the position and understand that my supervisor is available to give clarification on the contents of the job description.

I understand that this is not a contract of employment and that the duties, responsibilities, and conditions outlined may be changed to meet organizational needs.

Employee Signature

Date

Executive Director Signature

Date