



JOB DESCRIPTION

Position Title:	Alpha Admin
Position Reports to:	Assistant Director of Core & Alpha
Department:	Alpha
Schedule (may vary):	Varies up to 25 hours a week.
Rate/Salary:	Non-exempt hourly \$20

General Description

To work with on all admin duties related to Alpha

Specific Duties and Responsibilities:

- Communicate with volunteers and attendees
- Data Entry
- Attend all Alpha sessions and training includes evenings & weekends
- Attendee placement and registration
- Assist with the Sunday information table
- Answer and direct phone calls
- Event setup, ordering supplies
- Input, update, and maintain data in company databases and spreadsheets with a high degree of accuracy
- Handle sensitive information with discretion, ensuring compliance with company privacy policies and regulations
- Take accurate minutes of meetings
- Reply to email, telephone, or face-to-face inquiries within a timely manner
- Decision-making: Administrative assistants are required to make independent decisions daily about the best way to handle specific tasks
- Reliable workplace attendance – this is an onsite position
- Other duties/tasks as assigned by Supervisor

Knowledge/Skills Required for the Job

- Strong computer skills. Knowledge of the following applications Google, Word, Excel
- Fostering teamwork & unity
- Good written and verbal communication skills
- Good knowledge of Excel and Google packages.
- Organizational astuteness
- Ownership and accountability for all responsibilities
- Ability to handle difficult situations well and handle stress with a calm and effective demeanor.
- Strength in working under pressure and with deadlines.
- Works well with others and committees to accomplish goals.
- Ability to interface with all staff.

Minimum Requirements

- Ability to work well with others in a team environment.
- Ability to hold discrete information confidential.

Physical Requirements

- Walking (frequently)
- Able to be on your feet for long periods of time.
- Typing – computer keyboard
- Telephone – receive and dial calls.
- Lifting (up to 20 pounds)