

SELF ENHANCEMENT, INC.

3920 North Kerby Avenue, Portland, Oregon 97217

(503) 249-1721 . . . FAX - (503) 249-1955

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT DIRECTOR OF COMMUNITY AND FAMILY PROGRAMS

The Administrative Assistant provides day-to-day administrative and project management support for Community & Family Programs. This is a full-time position that reports to the Director of Community and Family Programs. The standard work schedule is Monday – Friday, 8:00 to 5:00pm. Self Enhancement Community and Family Programs is located at the OAME Center, 4134 N. Vancouver, Portland, OR 97227.

- Provides administrative support to the Director to include but not limited to calendar management, meeting preparation/scheduling and report writing, assisting with process and system development, maintaining data files and conducting research and discovery for best practices.
- Tracks and manages multiple task lists and work flow from the Director and others as assigned.
- Keeps the Director up-to-date on programming and agency-wide activities.
- Fields calls, requests and inquiries related to the Community and Family Programs Department as necessary and appropriate.
- Develops, edits and distributes both outgoing (external) and internal correspondence as necessary.
- Prepares major reports, presentation materials and monitor timelines to ensure that all departmental work is completed on time.
- Ensures inter-department notifications and information is appropriately shared and distributed.
- Ensures authorizations by the Director are completed and submitted as assigned.
- Interfaces with key partners, staff and other contacts as appropriate. Participates on teams and committees as assigned.
- Maintains and updates department wide electronic filing system to include manuals, documents, presentations, reports, etc.
- Provides support on special projects to include monitoring deadlines and facilitating process.
- Maintains a high level of confidentiality and professionalism at all times.
- Performs other administrative duties and special project functions as assigned.

QUALIFICATIONS

- Bachelor's degree in a related field highly preferred.
- At least 5 years of progressive administrative experience.
- Experience maintaining an organized high traffic office preferred.
- Experience in project management.
- Process development experience highly desired.
- Familiarity with social services environments ideal.
- Must have excellent organizational skills and must be detail oriented.
- Must have excellent coordination skills with the ability to handle multiple deadlines with varying timelines.
- Advanced computer skills to include the entire Microsoft Office Suite.
- Excellent writing skills to include proper grammar, report writing/formatting, proofreading and editing.
- Proven effective interpersonal communication skills including the ability to effectively interface with all levels and cultures of people.

SALARY / BENEFITS

- \$2,661 – \$3,858 monthly.
- Paid medical/dental for employee, and one-half paid medical/dental for dependents.
- Paid life insurance and disability insurance (after waiting period).
- 4 weeks accrued vacation.
- 401(k) Retirement Savings Plan.
- 125 Flexible Benefit Plan.

Note: This job description may change as programming evolves. SEI management reserves the right to amend this description at any time.

Orig. 09/09