



Position: Office Administrator

Reports to: CEO

Supervises: Volunteers

Position Hours: Full Time

Position Posting Period: November 17, 2021 through December 8, 2021

Position Start Date: January 3, 2022

ORGANIZATION OVERVIEW:

Maria Droste Counseling Center collaborates in healing Coloradans struggling with mental health, regardless of their ability to pay. We collaborate with partner sites in the community to bring mental health services to where people already live and receive care, including schools, medical settings, senior living facilities, affordable housing, and family justice centers. Additionally, we provide counseling services to individuals, couples, and families through our traditional outpatient programming. Our values of Community, Learning, and Service, guide our work.

POSITION OVERVIEW:

The Office Administrator will oversee the primary office suites for a nonprofit mental health counseling organization. The Office Administrator plays a key role in often being the first impression of the organization to clients and will attend to visitors and deal with inquiries on the phone and face to face. This position will be highly involved in using and assisting others with various aspects of technology, from electronic new client forms, to scheduling and supporting appointments and videoconferencing, and using various applications within and beyond Google for Business. The Office Administrator will also perform a variety of administrative duties and assist executive and management staff in various projects. The leadership of Maria Droste Counseling Center seeks a candidate who is interested in and able to grow with the organization.

POSITION RESPONSIBILITIES:

Reception

- Maintaining presence at front desk during scheduled business hours
- Opening of Agency in the morning
- Welcoming visitors and directing them to the relevant office/personnel
- Carrying out clerical duties such as answering and directing phone calls, responding to emails, and preparing documents, including office correspondence, memos, and presentations.
- Mail distribution
- Room scheduling
- Ensure orderliness and safety of common areas

Administrative Duties

- Maintenance of agency calendars
- Supporting recruitment practices by posting job descriptions, screening applicants, scheduling interviews, and managing correspondence.

- Facilitate office decor and updates
- Facilitating document translation and ensuring notices are translated to appropriate languages
- Making updates to website and distribution lists
- Coordinating and managing appointments, virtual and in-person meetings and the conference room schedule in order to prevent duplicate bookings
- Organizing and maintaining general office files (virtual and physical) in a standardized system related to the company's operations and facilitating electronic signing and execution of contracts.
- Inventorying, purchasing and maintaining office supplies, equipment and furniture
- Overseeing the maintenance of office facilities and equipment
- Coordinating on-boarding and off-boarding activities including basic Human Resource functions, and providing access to and maintenance of resources such as keys, phone and computer/email set up.
- Archive Maintenance and Document Destruction
- Manages meeting logistics, including scheduling, catering, space or virtual conferencing management
- Assists Directors in preparation of materials for meetings
- Assists Development team in event planning and coordination, and procedures for accepting donations and grants
- Facilities birthday and anniversary recognition (cards, meeting acknowledgments)
- Provides oversight and direction to volunteers
- Acts as support for the organization board of directors, coordinates board contact lists
- Administrative projects as requested by Directors
- Performing other relevant duties as needed

Job Qualifications

Minimum qualifications:

- High School and at least two (2) years of administrative or HR work experience.
- Proficient in a variety of computer software applications including Microsoft Office Suite (Word, Excel and Outlook), QuickBooks, and standard Google for Business applications.

Preferred:

- 3 or more years of administrative or HR work experience.
- Bachelor's degree in business, administration, or a related field

Skills & Attitudes:

- *Industry Professionalism:* Commitment to handling and safeguarding confidential information and client confidentiality as per Health Insurance Portability and Accountability Act, ability to recognize and respond with support in a crisis situation (calling in a provider or security).

- *Equity & Inclusion:* Treating all individuals with respect regardless of ability, condition, race, religion, gender, etc., in accordance with agency antidiscrimination and inclusivity statements.
- *Problem Solving Skills:* Resolving schedule conflicts or changes, finding answers to customer concerns or standard office equipment malfunctions, working with vendors to fix issues with order fulfillment, payment of invoices, refunds or exchanges, etc.
- *Technology Skills.* Working comfortably with office software programs, including spreadsheets, databases, word processing and graphic presentation software. Sending email and conducting researching on the Internet or other industry-specific resources.
- *Writing Ability.* Be equally skilled in standard written English and, in some organizations, business English, to ensure the quality of correspondence, emails and memos and to assist in proofreading.
- *Time Management.* Using an electronic calendar to schedule meetings and events, and managing tasks to meet deadlines for efficient operation of an organization.
- *Resource Oversight.* Ordering office supplies and arranging equipment maintenance to keep the office well-equipped and stocked for the staff.
- *Management.* Supervising the actions of other clerical staff and handling requests from other staff members for scheduling, etc.
- *Organizational:* Multi-tasking, ability to prioritize tasks, take initiative to clarify priorities and seek direction as needed to manage priorities.

Hours, compensation and benefits:

- Salary commensurate with experience (range \$41,000 to 45,000 per year)
- Flexible and remote schedules as appropriate
- PTO/sick leave, 100% paid Employee healthcare benefits, 403b plan, gym on site
- Professional development and certification opportunities
- Mission oriented organization with strong reputation in the community

To Apply: Please apply online at indeed.com. Inquiries may be sent to careers@mariadroste.org.