

Catholic Charities of Southeast Texas

Job Description

Position/Title	Administrative Assistant
Grade	23-N-004
Classification	Full-time, Hourly, Non-Exempt
Category	Clerical/Administrative/Direct Service
Department/Program	Administration
Date Revised	2024Oct4

General Description

Performs a wide range of office tasks in support of the President/CEO and other members of Administration. Will also provide support for financial and human resources operations. Must be able to handle confidential information and exercise sensitivity and discretion when communicating with others. Must exhibit a welcoming, joyful disposition to all callers, visitors, staff, and other stakeholders.

Primary Responsibilities

- Coordinate executive communications by reading, researching, and routing telephone calls, email, and other correspondence for the President/CEO.
- Maintain schedule for President/CEO by planning and scheduling meetings, conferences, teleconferences.
- Maintain agency calendar; responsible for distribution/communication to all staff; reminders of agency calendar requests and notices.
- Coordinate travel arrangements and manage itineraries for the President/CEO.
- Maintain an organized filing system of paper and electronic documents.
- Assist with collecting and analyzing information for preparation of reports, policies and procedures, and other agency needs.
- Record, transcribe, and distribute meeting minutes as directed.
- Compute employees' time worked and verifying available leave taken on bi-weekly timesheets.
- Prepare monthly recurring accounts payable disbursement vouchers before submitting to the Office Manager.
- Filing of personnel and accounting/financial related documents.
- Prepare acknowledgements for monetary and in-kind donations; assist with preparation and mailing of financial statements, annual reports, newsletters, and event/fundraiser materials.
- Cover the front desk for Receptionist during lunch hour relief and days the Receptionist is out of the office.
- Follows guidelines set forth by the Diocese of Beaumont, Diocesan Accounting Office, as well as all internal guidelines/procedures set forth by agency.
- Performs other duties as required by the Office Manager or President/CEO, such as preparing for, attending and/or supporting special events and projects. (Examples include assisting with outreach activities, site visits, donor events/relations, board and staff trainings/meetings/retreats/events, and fund raisers, as deemed applicable).

Secondary Responsibilities

- Provide support to all programs of the agency as needed. Work cooperatively with all staff.
- Maintain high-level knowledge of the agency to provide accurate information to all stakeholders.
- Assist with preparation of budgets, grant applications, and reports.
- Edit a variety of materials to ensure completion of objectives, accuracy, and adherence to agency standards.

General Expectations		
<ul style="list-style-type: none"> • Uphold the principles of Catholic Social Teaching. • Uphold the mission, vision, and goals of the agency. • Adhere to all policies and procedures of the agency, department, program. • Follow the Code of Ethics for the Catholic Charities USA network of agencies and, inasmuch as they are congruent with these, to follow applicable professional codes of ethics. • Comply fully with and maintain all relevant licensing, certification, accreditation, and legal standards as required by the agency, HIPAA, and other applicable federal, state, and local laws and regulations. • Must have adequate, available, reliable transportation. Must provide annually a copy of valid Texas driver's license and proof of personal automobile insurance. • Must treat all stakeholders of the agency with dignity and respect. Demonstrate sensitivity to all cultures. Inspire the trust of others. Work ethically and with integrity. • Protect and maintain the confidentiality of all personal identifiable information (PII) and all information that may be of personal or sensitive nature pertaining to employees, clients, donors, volunteers, and/or the overall agency. 		
Physical Requirements		
<p>The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the primary responsibilities of this job. Upon request, reasonable accommodation may be made to enable individuals with disabilities to perform the primary responsibilities. The demands include but are not limited to:</p> <ul style="list-style-type: none"> • Requires ability to hear and to speak clearly using appropriate grammar and tone. • Requires working on a computer and on the telephone for the majority of each workday. • Requires analytical, conceptual, problem –solving and decision-making skills; and ability to manage multiple tasks simultaneously and within the confines of deadlines. • May need to regularly stand and walk. • May need to climb stairs with varied frequency. • May need to frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. 		
Experience, Education, Training, Language		
<ul style="list-style-type: none"> • Clerical/Administrative Certification or Associate's Degree. Bachelor's Degree preferred. • At least one year previous related/similar work experience preferred. • Must be proficient in MS Office suite with ability to learn agency specific programs and software. • Must demonstrate good written and verbal communication skills. • Must be flexible and able to balance and prioritize multiple requests, and meet deadlines in a fast-paced, quickly changing environment. • Bilingual in English and Spanish a plus. 		
Supervisory Responsibilities (highlight one)	YES	NO