

<b>Job Title:</b>	<b>Mary's Home Administrative Assistant</b>
<b>Accountable To:</b>	Associate Program Director
<b>Status:</b>	Hourly
<b>Schedule:</b>	Part-Time (20-25 hours per week)

## ORGANIZATION OVERVIEW

Dream Centers is a faith-based non-profit organization founded in 2011 to provide health and hope to people of Colorado Springs who are working to rebuild their dreams. Mary's Home, a project of Dream Centers, opened in 2015. Mary's Home is a faith-based supportive housing program that provides single mother families with the opportunity to gain supportive relationships, holistic health, life skills, economic self-sufficiency and community resources, to be able to exit homelessness permanently.

## JOB SUMMARY

The Administrative Assistant supports the Mary's Home program by carrying out the administrative functions critical to the success of Mary's Home. Specific areas in the Administrative Assistant's purview are overseeing all volunteer administration, accounting management, office and program supply inventory management, carrying out some administration of the admissions process, and scheduling the use of space. In this role, strong administrative skills and excellent attention to detail are a must.

## REPORTING AND WORKING RELATIONSHIPS

The Administrative Assistant reports to the Associate Program Director, works in close coordination with the First Impressions and Events Coordinator, Program Director, Family Advocates and other Mary's Home staff, lead volunteers, as well as the Dream Centers support staff.

## ESSENTIAL JOB RESPONSIBILITIES

- Manage financial accounting systems including purchase orders/check requests form administration, credit card management, monthly residency fees and exit savings, vendor file systems, accounts payable recordkeeping, and safe systems and usage
- Oversee the volunteer onboarding process administratively, assure a timely and warm message to any potential volunteer, manage the uploading of volunteer documents within the Volgistics software system, and schedule interviews and orientations with the First Impressions and Events Coordinator

- Manage ongoing volunteer administration, including keeping accurate lists of volunteer teams, assuring every volunteer gets a thank you note once a year, running background checks, etc.
- Write and edit policies and position descriptions for volunteer positions as needed
- Take a leadership role in event planning for the annual Volunteer Appreciation Dinner, in conjunction with the First Impressions and Events Coordinator
- Provide supervisory oversight to the Hospitality Team, working with the Hospitality Volunteer Coordinator to facilitate their effective contribution within the Mary's Home community
- Provide supervisory oversight to the Administrative Team, working with the Administrative Volunteer Coordinator to facilitate their effective contribution within the Mary's Home community
- Oversee the organization, inventory management, and accounting of the business operations of the offices, including office equipment, office supplies, hospitality supplies, and other items related to the Mary's Home programs
- Manage Mary's Home calendars and respond to general inquiries over the phone and email
- Contribute to the administration of the Mary's Home Academy as needed, including developing administrative documents and tracking attendance
- Manage requests for room reservation in FSC and FLC, maintaining excellent professional communication with staff, volunteers, and key stakeholders
- Support the Admissions Team through running background checks, coordinating with Admissions Team, and preparing administrative packets as needed
- Learn, understand, and adopt best practices and trauma-informed care for the mothers and children in residency at Mary's Home
- Uphold all ethical standards within the program through training, documentation, communications, and structure and assist with coaching volunteers in these ethical standards
- Other duties as assigned

## **JOB QUALIFICATIONS AND EXPERIENCE**

- Personal relationship with Jesus Christ
- At least 1 year of administrative experience required
- Ability to be a self-starter and problem-solver required
- Ability to be detail-oriented and demonstrate high follow through skills required
- High interpersonal skills required
- Bachelor's degree in relevant field required
- Leadership ability and experience preferred
- Experience in social work, case management, administration, management preferred

- Certifications / Licensing: Certifications in trauma-informed care preferred
- Other Required Skills: Proficient in office management software, proficient on computers

**WORKING CONDITIONS**

- Schedule is select weekdays between 9 am to 4 pm (20-25 hours total), occasional evenings and weekends
- Work environment can be fast-paced and chaotic
- No travel requirements
- Work environment is standard office
- Physical demands include occasional lifting or exertion

**STATUS**

- Part-time, 20-25 hours per week, \$18/hour

*Physical Requirements of Administrative Assistant*

Frequency of Required Exposure / Use

<i>Working Environment</i>	<i>Seldom</i>	<i>Occasional</i>	<i>Frequent</i>
Cold (50° F or less)	X		
Heat (90° F or more)	X		
Gases/Fumes/Dust	X		
Heights	X		
Noise			X
Climbing (Stairs/Ladders)		X	
Driving		X	
Standing		X	
Sitting			X
Walking			X
Bending		X	
Work with Others			X
Working Alone			X
Crawling or Kneeling	X		
Repetitive Movements			X
<i>Office Machines</i>			
Telephone			X
Facsimile (Fax)	X		
Calculator	X		
Computer/Mouse/Printer			X
Copier			X
<i>Moving Heavy Items:</i>			
	<i>Seldom</i>	<i>Occasional</i>	<i>Frequent</i>
Lifting/Lowering		X	
Pushing	X		
Reaching Over Shoulder		X	

Reaching Forward		X	
Carrying		X	
<b><i>Other Requirements:</i></b>	Seldom	<i>Occasional</i>	<i>Frequent</i>
Visual Acuity: Near			X
Visual Acuity: Far			X
Color Discrimination			X
Hearing			X
Speech			X
Manual Dexterity			X
Eye-Hand Coordination			X

*This description is not intended to be an exhaustive list of all responsibilities, skills, or working conditions associated with this job. It is intended to be a reflection of the principal job elements essential for making compensation and employment decisions.*

I affirm the Dream Centers Statement of Faith as provided in the Dream Centers Staff Handbook:

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signed

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date

Rev. 10.25.21

***If interested in this position, please email your resume to  
Stephanie.DeMeritt@DreamCenters.com***