



STRONGHEARTS
Native Helpline

Administrative Assistant Job Description

BASIC INFORMATION	
FLSA Status	Non-Exempt
Provisional Period	90 days
Job Title	Administrative Assistant
Location	Eagan MN
Funding Source	Grant Funded
Position Type	Full-time
Reports to	Chief Financial officer
Shift	TBD
Salary/Hourly Rate	TBD

GENERAL POSITION PURPOSE STATEMENT

Organizational Summary:

StrongHearts Native Helpline is a safe, anonymous and confidential helpline for Native Americans and Alaska Natives affected by domestic, dating and sexual violence. By dialing 1-844-7NATIVE (1-844-762-8483), nationwide 24/7, callers can connect at no cost one-on-one with knowledgeable StrongHearts advocates who can provide lifesaving tools and immediate support to enable survivors to find safety and live lives free of abuse.

JOB SUMMARY

StrongHearts Native Helpline is looking for an exceptionally bright, multitasking, and self-motivated experienced Administrative Assistant in a fast-paced growing environment. You will partner with multiple staff to handle administrative tasks freeing up their time to focus on department and company goals.

ESSENTIAL RESPONSIBILITIES, DUTIES AND ABILITIES

Complete clerical and administrative tasks for the office

Welcome & Direct Visitors

Handle all inbound phone calls

Enter invoices, vouchers, expense reports and check requests.

File and maintain accounting documents, records and reports.

Provide administrative support to professional staff, including Finance staff

Assist in overall office administration and maintenance, including maintaining common areas as necessary.

Schedule staff meetings as requested

Comply with all federal, state and local legal/financial requirements, and organizational internal controls to maintain financial accountability.

Manage and coordinate schedule for training room

Support company operations by maintaining office systems

Assist with Coordinating meetings & team events

Track & replace office supplies

Assist colleagues whenever there is opportunity to do so

Accomplishes organizational goals by accepting ownership for accomplishing new and different requests

Work independently with little or no supervision.

This person must be exceedingly well organized, flexible and enjoy the administrative challenges.

File, fax, open and distribute mail and order supplies

The ability to interact with staff (at all levels) in a fast-paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role

Ability to work as a team member, providing support and constructive feedback in interpersonal interaction

Demonstrates initiative and the ability to be flexible and creative.

Ability to work with people from a variety of backgrounds and experiences

Intentionally and actively fostering positive working relationships and organizational culture

Strong time management skills with a demonstrated ability to work quickly

Ability to think creatively and problem-solve to assist a new and growing program

This description only includes essential functions of the job and does not imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instruction and to perform any other job-related duties requested by their supervisor or management

KNOWLEDGE AND SKILLS

A High School Diploma or equivalent is required.

Preferred work experience working with American Indian and Alaska Native communities.

Preferred work experience with community-based domestic violence/victim assistance programs, human services, social services or related direct client services.

Any equivalent combination of education and experience that will allow the applicant to satisfactorily perform the duties of the job may be considered.

Knowledge of the history of the battered women's movement in the United States and the impact on Native Americans

Excellent computer skills, including Google, Microsoft Word and Excel

Demonstrated ability to learn program specific software

Strong verbal and written communication and phone skills

PHYSICAL AND SENSORY REQUIREMENT

The responsibilities of this position require certain physical and sensory abilities, which must be performed with or without reasonable accommodation.

Must be able to hear and speak clearly.

Ability to use hands and fingers on a keyboard and use a mouse.

Ability to clearly see and view the details of words, tables and images on a computer screen for long periods of time.

WORKING CONDITIONS

The working environment is a temperature-controlled office environment; periodic, with minimum exposure to dust, noise, or temperature extremes. Requires bending, stooping, lifting and carrying objects up to 25 pounds, with or without accommodations.

BENEFITS

StrongHearts offers the work life balance, opportunities for growth and the upward mobility you've been searching for! Benefits include employer paid health, dental, vision, and life insurance benefits that begin two full calendar months after your official start date. Benefits also include generous paid time off so you can spend more time with your family and enjoy a positive work life balance.

StrongHearts is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or veteran status. StrongHearts is a drug-free workplace.