

BEYOND BARRIERS

Disability Resources for Independence

POSITION DESCRIPTION

JOB TITLE	DEPARTMENT	HIRING MANAGER
Administrative Assistant/HR	Administration	Accounting Coordinator
CLASSIFICATION/POSITION	HOURS PER WEEK	START DATE
Part-Time Equivalency (PTE)	Up to 30 hours per week	
EMPLOYEE'S NAME	WAGE ALLOCATION	BASE PAY OR HOURLY WAGE

WORKDAYS

Work Schedule From: 8:00 AM to 2:30 PM
30 Minute Lunch

<input checked="" type="checkbox"/> Monday	<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Wednesday	<input checked="" type="checkbox"/> Thursday	<input checked="" type="checkbox"/> Friday	<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday
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MANAGEMENT RESPONSIBILITIES

<input checked="" type="checkbox"/> None	<input type="checkbox"/> 1-5 People	<input type="checkbox"/> 6-10	<input type="checkbox"/> 11-15	<input type="checkbox"/> 16-25	<input type="checkbox"/> 26-50	<input type="checkbox"/> Over 50
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FUNCTION

This part time position reports to the Accounting Coordinator and is responsible for providing a wide variety of administrative and clerical support for the Agency. Primary responsibilities include managing volunteers, website maintenance and social media, newsletter, purchasing, etc. This position will be exposed to sensitive, confidential information and considerable use of tact, diplomacy, discretion, and judgment. Assumes responsibility for special projects; prepares board packets; maintains databases; follow up on projects assigned to departmental directors by Executive Director. The Administrative Assistant/HR is an hourly position.

RESPONSIBILITIES

- Fill in for receptionist when he/she is absent
- Oversee arrangement of out-of-town travel for staff
- Oversee arrangements of accommodations for Beyond Barriers events including meeting space, food, etc.
- Make bank deposits
- Assist with mass mailings
- Responsible for Beyond Barriers print and electronic newsletter and its distribution
- Adding and updating information on Beyond Barriers Website and social media
- Provide information about Beyond Barriers services as requested.
- Maintains an inventory of office supplies
- Assist with audits and other monitoring activities
- Assist the Executive Director with reports, grants, and other administrative duties
- Obtain trainings as required by Beyond Barriers' Staff Development Policy's
- Must believe in and promote the Independent Living Philosophy
- Agency purchasing
- Overseeing and scheduling of volunteers
- Assists with program invoicing
- Communications/tracking of donors, etc.
- Complete grants alongside ED
- Maintain Staff Training information
- Human Resource duties
 - Post jobs, contact applicants, schedule interviews, New Hire Orientation & Paperwork
 - Stay up to date on Rules/Regulations to keep in compliance
 - Participate in new staff orientation activities
- Weekly Back Up Switch Out
- Other duties as assigned

EDUCATION REQUIREMENTS

High School

Vocational Training

Undergraduate Degree or
Equivalent Experience

Masters Degree

- Attend all mandatory agency trainings required by Beyond Barriers management

TECHNICAL SKILL REQUIREMENTS

- 2 years of experience working in a general office setting and demonstrated experience using a multi phone line system
- 2 years of experience using windows based personal computers (PC)
- 2 years of experience using Quick books, Microsoft – Word, Excel and Access applications
- 2 years of experience working with people with disabilities
- Must be able to multi-task and use all general office equipment
- Possess the ability to communicate effectively both verbally and in writing
- Ability to establish and maintain effective working relationships
- Knowledge of standard formats for letters, memos and reports
- Must possess excellent communication and interpersonal skills
- Believes in and promotes the Independent Living Philosophy
- Prior to a final offer of employment, the selected candidate must be able to pass all required background checks

PREFERRED QUALITIES

- Excellent interpersonal skills: collaborate with staff, consumers, and community partners
- Experience working with people with disabilities
- Accurate record keeping skills
- Attention to detail
- Excellent leadership and professional presence. Experience handling confidential and sensitive materials with discretion.
- Highly motivated and must enjoy a fast-paced environment
- Strong desktop computer skills
- Strong written, verbal, and interpersonal communication skills
- Strong organizational and time management skills
- Ability to prioritize workload
- Problem-solving history and ability to work under pressure
- Detail-oriented and organized
- An understanding of disability justice, independent living philosophy, and equal opportunity within a social justice framework

Employee Signature

Date

Employer Signature

Date