



Mom's House®

Celebrating life and empowering parents through education and child care.

770 Harry L. Drive • Johnson City, New York 13790 • (607) 644-9972 • www.momshouseny.org

JOB TITLE: Administrative Assistant
REPORTS TO: Executive Director
CLASSIFICATION: Hourly paid position

JOB SUMMARY:

Responsible for performing various office tasks as needed by the administrative staff.

ESSENTIAL FUNCTIONS:

- Records incoming donations and prepares deposits.
- Update Quickbooks, prepares reports for fundraising, board meetings, etc.
- Maintains Excel deposit sheets and fundraising log.
- Maintains database.
- Prepares quarterly newsletter.
- Prepares bi-yearly fundraising letter.
- Maintains website.
- Update donations through Classy, Paypal, tablet Reader.
- Sends donation thank-you letters and memorial and honor acknowledgements.
- Prepares and distributes bi-weekly time sheets.
- Prepares various fundraising tasks, forms, mailings, updates, reports.
- Updates client, volunteer, and personnel manuals.
- Maintain client, volunteer, staff, and board contact information
- Responsible for PSAs and other publicity/advertising as instructed by Executive Director.
- Provides various office tasks as needed by the staff and board.
- Completes other assignments as given by Executive Director.
- Answers incoming calls.
- Greets and directs visitors as needed.
- Attends staff meeting as required by Executive Director, reporting minutes from meeting.
- Other duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- Shall have a high school diploma or equivalent and at least one year office experience with computer skills.
- Experience with Microsoft Publisher and Quickbooks helpful.
- Must be able to lift 40 pounds

I, _____, have read and understand the above job description.

Signature

Date

Build a Life... Together