

Pathways, Inc.

Pathways Volunteer Description

Position Title: Administrative Assistant

Hours: Monday-Friday

Reports to: Administrative Staff as applicable

General Description: We are looking for a responsible Administrative Assistant to perform a variety of administrative and clerical tasks. Duties of the Administrative Assistant include providing support to our administrative staff.

Specific Responsibilities:

- Answer and direct phone calls.
- Input expenses in QuickBooks.
- Maintain filing system.
- Update and maintain office policies and procedures.
- Submit and reconcile expense reports.
- Other duties and special projects as assigned.

Desirable Knowledge, Skills and Abilities

- Some knowledge of basic principles of human development and psychopathology.
- Basic understanding of empathy for the needs of individuals with mental illness
- Some knowledge of basic first aid, crisis intervention, and emergency action principles.
- Computer skills: knowledge of Microsoft Word, internet, cloud-based applications and tablet based applications. Some knowledge of Excel and QuickBooks is a plus.
- Ability to maintain strict confidentiality of information.

Qualifications:

- Compassionate, people person.
- Valid driver's license, auto insurance and use of car during work hours.

Job Type: Volunteer

Experience:

- Computer Skills: 1 year (Preferred)
- Microsoft Office: 1 year (Preferred)

Education:

High School Diploma (Preferred)

Equal Opportunity Employer

Pathways is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, disability, race, religion, national origin, gender identity or expression, sexual orientation, marital status, veteran status, the presence of a non-job related handicap, or any other legally protected status.