



Administrative Assistant Job Description

City EMT / Dustys' Fishing Well

Position Title

Administrative Assistant

Reports To

Director of Programs

Position Summary

The Administrative Assistant provides administrative support to ensure the efficient operation of the office. This position supports managers and employees through a variety of organizational, communication, and clerical tasks. The Administrative Assistant handles confidential and time-sensitive information while ensuring duties are completed accurately, professionally, and in a timely manner.

Essential Duties & Responsibilities

- Answer and direct phone calls, emails, and face-to-face inquiries
- Organize and schedule appointments and meetings for management staff
- Maintain contact lists of students and community partners
- Prepare and distribute memos, letters, forms, and reports
- Assist with scheduling classes and preparing reports
- Maintain filing systems (digital and hard copy)
- Order office and classroom supplies
- Perform administrative duties including filing, typing, copying, scanning, and data entry
- Prepare and monitor invoices
- Take meeting minutes and maintain accurate records
- Write letters and emails on behalf of staff and management
- Organize travel arrangements for senior managers as needed
- Handle multiple projects and resolve administrative issues efficiently
- Maintain confidentiality of sensitive information
- Contribute to team efforts and complete additional duties as assigned

Qualifications

- High school diploma or equivalent required
- Administrative or office experience preferred
- Strong communication and organizational skills
- Proficiency in Microsoft Office and Google Workspace
- Ability to multitask, prioritize, and work independently
- Professional attitude with strong attention to detail

Skills & Abilities

- Excellent verbal and written communication
- Ability to manage confidential information
- Strong customer service and problem-solving skills
- Ability to work in a fast-paced environment with creativity and good judgment

Employment Type

Full-Time

Compensation

\$25 per hour - \$28 per hour: Based on experience and organizational budget.