



Meals on Wheels and Senior Outreach Services

1300 Civic Drive, Walnut Creek, CA 94596 Phone: (925) 937 8311 Fax: (925) 946 1869 info@mowsos.org www.mowsos.org

Administrative Assistant

3/16

Job Description

The Administrative Assistant provides high quality customer support to the Chief Executive Officer, Donor Relations Manager, Director of Operations and Finance, and the Board of Directors. The position is mainly clerical with a focus on database administration and reporting.

Scope of Work

The Administrative Assistant will have both internal and external facing responsibilities, ranging from project management, to administration (information technology, reporting). The Administrative Assistant is the first contact for callers when the Client Intake Receptionist is unavailable and must always present a cheerful, competent resource.

The position is 20 hours per week, Monday-Friday, and works from the main office at 1300 Civic Drive, Walnut Creek. This person reports to the Director of Operations and Finance.

Responsibilities

- Become proficient at using our constituent database in order to develop queries, pull reports and enter data.
- Assemble and send Board materials in a timely and accurate manner.
- Update and order marketing materials such as business cards, name tags, and letterhead, as needed.
- Assist with donor events as needed.
- Answer phones and assist callers with solutions. If needed, transfer calls to the appropriate department/person within the office.
- Properly handle confidential information.
- Support staff members as needed with mailings, data entry, and correspondence.
- Assist with miscellaneous duties as they arise.

Required Knowledge, Skills and Abilities

- Minimum two years' administrative experience.
- Detail-oriented, reliable, punctual and independent.
- Database experience.

Meals on Wheels

C.C. Cafés

Care Management

Fall Prevention

Home Care Referral

Friendly Visitors

BOARD OF DIRECTORS

John Judd
Chairperson

Cathie Ramey
Vice Chairperson

Lauren Smykowski
Secretary

Christine Scimia
Treasurer

Dr. Michael M. Cohen
Gabrielle Comfoltey
Emily Hopkins
Dr. David Levien
Arlene Phillips
Scott J. Rafferty
Linda J. Weihofen

Meals on Wheels and
Senior Outreach
Services is a nonprofit
501(c) (3) organization
(IRS #68-0044205)

- Proficient with Microsoft Office applications, including Excel, Word, Publisher, and Power Point, and be comfortable learning and working with different Web based programs.
- Strong analytical skills and an attention to detail.
- Organized, multitasker who can work independently and in a group environment.
- Ability to maintain confidentiality.
- Excellent telephone skills.
- Ability to effectively interact with staff and community members.