

## HUMBLE AREA ASSISTANCE MINISTRIES

### Job Description

Job Title:	Administrative Support
Department:	Administration
Reports to:	Volunteer Coordinator
Employment Status:	Part-time 20 Hours Per Week
Work Schedule:	9:30 AM-1:30 PM (Monday-Friday)
FLSA Status:	Non-Exempt

### Job Responsibilities

1. Provides administrative support for managers.
2. Send out correspondence and update Covenant Pastors and Covenant Representatives as needed only as directed by Executive Director or Volunteer Coordinator.
3. Communicate all safety concerns to the Executive Director. Revise safety policies and procedures as needed.
4. Organize and facilitate group projects as needed.
5. Represent the agency in the community.
6. Meals on Wheels—assist with preparation of meals/snack bags for all routes; order frozen/breakfast bags on Mondays from Interfaith Ministries and coordinate the IM delivery of those items on Thursdays.
7. Meals on Wheels—verify all route sheets are completed correctly and act as a backup MOW driver.
8. Meals on Wheels—verify all routes have volunteer drivers assigned, update volunteer driver records and contact information.
9. Maintain orderly appearance in multipurpose room and walk-in cooler.
10. Any other duties as assigned.

### Skills and Requirements

- Basic computer skills and word processing.
- Experience with spreadsheets, ability to sort, check, count, and verify numbers.
- Ability to multi-task, organize, prioritize and work efficiently.
- Ability to listen, communicate (written and verbal), excellent grammar, spelling and proof reading skills and follow-up effectively with all staffing levels.
- Ability to work independently, self-starter, energetic.
- Ability to demonstrate good common sense and sound judgment.
- Proof of valid driver's license.
- Proof of current auto insurance.