



Family Promise of Gallatin Valley

Executive Administrative Assistant

Last Updated: 8/22/2023

CLASSIFICATION:	Non-exempt; full-time, with occasional evening and/or weekend events
REPORTS TO:	HR & Operations Director
SALARY:	\$22.00 - \$24.00 per hour depending on experience

Job Summary: Family Promise of Gallatin Valley's vision is to end family homelessness in Gallatin Valley, one family at a time. This position plays a key supportive role in helping Family Promise of Gallatin Valley by assisting the team with administrative, office, and operational tasks. As our organization continues to grow, our team and this position will help establish us as the go to agency for families experiencing homelessness.

Responsibilities and Duties:

Administrative Support (70%)

- Answer and screen incoming phone calls, routing callers to the appropriate party.
- Greet and assist visitors into the Family Promise building.
- Check the mail daily and route to the appropriate staff members or guests of Family Promise.
- Handle office tasks, such as filing, generating reports, sorting mail, setting up for meetings, and reordering and maintaining office supply levels.
- In conjunction with the Development Coordinator, order nametags, business cards, and email signatures for employees.
- Help maintain the orderly organization of the Family Resource Center and reception areas as a clean, welcoming, and safe environment for program participants and visitors.
- Take minutes at staff meetings, review action items afterwards, and provide technology support in meetings held around the building.
- Manage and organize all room rentals from the initial call to the event in conjunction with the Facilities Manager by preparing rooms at the Tschache location which includes setting any supplies and equipment included in their rental agreement and ensuring a positive customer experience for the group.
- Manage the incoming call log.
- Manage inquiries that come through the general Family Promise email account.
- Provide administrative support to our leadership team.
- Offer support to the Executive Director for board of director meetings and needs.
- Anticipate the needs of others in order to ensure their seamless and positive experience at Family Promise.
- Keep an organized and professional front desk appearance.
- Handle employee travel logistics for conferences and events.
- Prepare for and attend all required staff meetings

Operations (30%)

- Maintain positive working relationships with Family Promise's vendors, such as our IT and phone companies.
- Act as the point of contact for IT, phone, and copy machine concern and maintenance.
- Scan all bills into the billing software (Bill.com) in a timely manner to ensure bills are paid on time.
- Assist with scanning financial paperwork and documents to our financial team every month.
- Maintain and enter data into data management software.
- Provide support with inventory control.
- Support and assist with general operational duties for the organization as assigned.
- Generate and submit regular reports, including monthly data for board meetings.

Other duties as assigned for the successful operation of FPGV.

Desired Knowledge/Skills/Abilities:

Desired Characteristics

- 3-5 years' work experience in an office and administrative setting, with experience in the nonprofit or philanthropy sector preferred.
- Professional, approachable, friendly, and a team player
- Highly organized and detail-oriented
- Proficient in Microsoft Excel and Word, Google Suite, Zoom, and other cloud-based storage and data systems.
- Work in a dynamic and, at times, chaotic environment with multiple distractions including children of all ages
- Relate to adults and minors experiencing homelessness in a respectful, non-judgmental and competent manner.

Skills

- Effective verbal and written communication skills
- Efficiency with a variety of databases
- Effectively prioritize tasks
- Follow through with responsibilities
- Innovative problem-solving
- Intermediate to advanced Microsoft Office Suite computer skills

Environmental Conditions

- Sitting, standing for long periods of time
- Computer work, keying and screen
- Lifting of less than 25 lbs, occasionally
- Work in a dynamic and, at times, chaotic environment with multiple distractions including children of all ages
- Plan, schedule, and organize multiple priorities.
- Effectively communicate with individuals across all socio-economic levels
- Not eligible for remote work

Family Promise Employee

Date

Family Promise Supervisor

Date