

Administrative Assistant

SAN JUAN BASIN
AREA AGENCY ON AGING



Mission Statement: Older adults are entitled to spend their retirement years in good health, independence, and dignity. ***The San Juan Basin Area Agency on Aging's mission*** is to support, empower and provide high quality resources in the communities of SW Colorado, supporting individuals in a safe and secure environment.

We have a small office in Durango and a Medicare office in Pagosa Springs. SJBAAA is a 501 (c)(3) charitable organization, receiving major funding from state and federal grants. We have a small staff and can have up to 18 independent contractors, who help us meet our mission. The Agency is governed by 15 board of directors (elected officials from each County) and has a regional advisory council, consisting of older adults and service providers.

Administrative Assistant Job Responsibilities:

- Provides administrative support to ensure efficient operation of office.
- Must be willing to cross train to support staff with answers phone calls, schedules meetings and the governing and advisory boards.
- Carries out administrative duties as needed by executive director and staff.
- Completes operational requirements by scheduling and assigning administrative projects and expediting work results.
- Makes travel arrangements for executive staff such as booking flights, cars, and hotel or restaurant reservations.
- Exhibits polite and professional communication via phone, e-mail, and mail.
- Supports team by performing tasks related to organization and strong communication.
- Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities.

- Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.
- Provides information by answering questions and requests.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
- Contributes to team effort by accomplishing related results as needed.

Compensation:

Monday through Friday. \$18-\$22 per hour, depending on experience.

18-24 hours per week.

Administrative Assistant Skills and Qualifications:

- Bookkeeping and Reporting Skills
- Administrative Writing Skills
- Microsoft Office Skills
- Managing Processes
- Organizational Skills
- Analyzing Information
- Website and Social Media Experience, a plus
- Problem Solving
- Inventory and Supply Management
- Database Experience
- Verbal Communication

Education and Experience Requirements

- High school diploma or equivalent education required
- 3 years of administrative assistant experience
- Knowledge of appropriate software including: Microsoft Word, Excel, and Outlook, Microsoft PowerPoint and Adobe Acrobat
- Valid driver's license and current automobile insurance

HOW TO APPLY

- Email a letter of interest, resume and 3 professional references to: director@sjbaaa.org
- Write in the Subject Line: **Attn: Hiring Committee**