

## **JOB POSTING**

Jubilee Women's Center is excited to announce a search for an Administrative Specialist. We're seeking an experienced and compassionate administrative professional to join us in supporting women experiencing poverty and homelessness to build stable and fulfilling futures, one extraordinary woman at a time. Successful candidates will be well organized and have professional experience providing administrative support to a multifaceted team.

Jubilee Women's Center believes in a holistic approach to supporting women, addressing the complex reasons they experience poverty and homelessness. Our unique program offers women the time and space to heal from trauma and crisis as they build new skills and develop short and long term goals. We do this through offering support in education, employment readiness, financial security, and building life skills that ensure long term success. Women whose journey brings them to Jubilee will emerge empowered and self-sufficient, with a safety net of support.

Please see the job description for full details and the following qualifications are preferred:

- Bachelor's degree or similar experience.
- Three years or more of administrative experience, finance, materials coordination, or similar experience.
- Ability to work well under pressure; handle multiple time-sensitive tasks; strong organizational skills.
- Salary: Range \$50,000 - \$55,000 per year. Salaried, exempt.

**Send cover letter and resume to [hr@jwcenter.org](mailto:hr@jwcenter.org)**

Jubilee Women's Center is an Equal Opportunity Employer. At Jubilee Women's Center we welcome people from all cultures and backgrounds. We strongly encourage applicants from women, people of color, immigrants, refugees, people with disabilities, members of the LGBTQ community, and other underrepresented and historically marginalized groups.

[www.jwcenter.org](http://www.jwcenter.org)



## **Administrative Specialist**

Full Time/Exempt

Salary: \$50,000- \$55,000 per year

Reports: Deputy Director

Benefits: Medical, Dental, Vision, Life, Long Term Disability, Retirement

### **Position Purpose**

To ensure maximum efficiency of routine operations within Jubilee by enhancing office workflow, procedures, and job-related policies. This includes maintaining an organized filing system of financial documentation, programmatic data management systems, facility bids and supplies purchased.

### **Responsibilities**

This position provides direct, supportive, ongoing coordination to Jubilee's programs, residential facilities, and administrative staff. Responsibilities include, but are not limited to organization, goal planning, resource identification, vendor relations, team advocacy, data and finance monitoring and reporting. The Administrative Specialist interacts with residents, staff, donors, volunteers, neighbors and other agencies. This position follows office workflow procedures and policies to ensure maximum efficiency and maintains files, records and all supplies using organized filing systems.

### **Duties**

- Act as a liaison to the board of directors
- Answer the main phone in a professional manner, taking messages and routing business calls.
- Code invoices for approval and payment, as well as ensuring proper filing of invoices.
- Collaborate with outside organizations to share in-kind donations.

- Coordinate with external vendors on staff issues concerning IT needs
- Ensure compliance with all legal and regulatory procedures including applicable fair housing and disability laws.
- Interact with residents, donors, delivery companies and the general community.
- Maintain clear, accurate, current notes in resident files of all significant interactions and goal achievements.
- Maintain fixed asset inventory.
- Maintain, purchase, and organize supplies for all properties.
- Manage in-kind donations, Amazon Wish List and Gift Registry.
- Manage rent roster and complete rent receivables activities as set by the Finance Director.
- Tour donors and visitors when necessary.
- Report on outcomes using Outcome Tracker data for operations, development, and finance to ensure data fidelity and completeness.
- Serve as a resource for the community offering crisis intervention, information, and referrals.
- Staff administrator for internal phone system
- Support organized financial filing and complete special projects as assigned.
- Support staff with office equipment needs once approved by Executive Director.
- Support the development team as needed for tracking in-kind gifts, fundraising events, appeals and other social media.
- When needed, supervise volunteers involved in household and yard maintenance projects.
- Work with Deputy Director and Program Administrator to supervise the application process, waitlist management, and resident selection.
- Work with Facilities Manager to address repairs and maintenance, as needed.
- Other duties as assigned.

## **Minimum Qualifications**

- Ability to make frequent daily trips on stairs.
- Ability to work flexible hours, including some evenings and weekends.
- Ability to work independently and as part of a team, including group activities with residents.
- Ability to work well under pressure; handle multiple time-sensitive tasks; strong organizational skills.
- Commitment to excellence and continuous improvement in a rapidly changing environment.
- Lift and maneuver a minimum of 30 lbs
- Sensitivity toward cultural, racial, ethnic, socioeconomics, and sexual identity diversity, as well as physical/mental health abilities.
- Three years or more of administrative experience, finance, materials coordination, or similar experience.
- Valid driver's license, reliable, insured vehicle and ability to use personal car as needed to transport supplies.
- Willing to embrace the mission and goals of Jubilee Women's Center.