Administrative Assistant

Position Summary: Provides administrative, secretarial and clerical support to others in the office to maintain an efficient office environment.

Position Type: Contract- This position is based on funding provided by grants. In the event that the program funding is reduced or eliminated this position may be terminated. No Other benefits will be earned. This Contract may be terminated by either party with a 30-day written notice.

Pay Rate: $14.00 - $15.00 per hour based on experience and education. This is a 90 Day Contract Position for 40 hours per week. Job Permanency with benefits may be awarded after Contract Period Evaluation.

Job Announcement Opening Date: February 26, 2020

Job Announcement Closing Date: March 31, 2020

Please submit Professional Resumes to director@nachcares.org

Qualifications: High School Diploma with an Associate Degree Preference in Office Administration or Business. Good Oral and Written Communication Skills. Microsoft Office, Excel and Quick Books literacy required. Must have reliable transportation and be able to pass a Criminal Background Check.

Main Job Tasks and Responsibilities

• Compile and process payroll records, human resource documents and contract agreements.
• Maintain all HUD related documentation and files.
• Conduct client Phone Interviews and Coordinated Assessments.
• Coordinate Business Travel Plans
• Oversee the preparation of Invoices and accounts payable documents.
• Communicate effectively with staff, the public and other stakeholders.
• Input and verify confidential and non-confidential information into the computer.
• Budget preparation, tracking and reconciliation
NACH
NORTH ALABAMA COALITION for the HOMELESS, Inc.

1580 Sparkman Dr. Suite 111, Huntsville, AL 35816      256-261-3029      nachcares.org

Executive Director – Lineise Arnold

• Purchasing
• answer phones and transfer to the appropriate staff member
• take and distribute accurate messages
• greet public and clients and direct them to the correct staff member
• coordinate messenger and courier service
• receive, sort and distribute incoming mail
• monitor incoming emails and answer or forward as required
• prepare outgoing mail for distribution
• fax, scan and copy documents
• maintain office filing and storage systems
• update and maintain databases such as mailing lists, contact lists and client information
• retrieve information when requested
• update and maintain internal staff contact lists
• type documents, reports and correspondence
• co-ordinate and organize appointments and meetings
• assist with event planning and implementation
• monitor and maintain office supplies
• ensure office equipment is properly maintained and serviced
• keep office area clean and tidy
• Other duties as assigned

Key Competencies
• organization and planning skills
• Quick Books Experience
• Basic Accounting Skills
• work management and prioritizing skills
• verbal and written communication skills
• problem solving ability
• attention to detail
• accuracy

NACH is a non-profit 501(c)(3) community-based organization that coordinates assistance to the homeless in north Alabama. NACH is supported by grants from HUD administered through the cities of Huntsville and Decatur. NACH is funded by private contributions, which are tax-deductible and can be made to the address above.
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- flexibility
- reliability
- teamwork

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