
JOB TITLE: Office Assistant

FLSA STATUS: Non-Exempt, Hourly, Part-time

Reports to: Operations Coordinator

Summary

Catholic Charities is seeking a part-time Office Assistant to work 26 hours per work. The office assistant provides reception and secretarial support services for program staff to assure the efficient operation of programs operations. Job responsibilities include: greeting and welcoming guests, answering incoming phone calls, checking clients in and out for appointments, collecting service fees and issuing receipts, and other clerical duties.

Primary Function

Provides reception and secretarial support services for organization to assure the efficient operation of programs and Agency operations. Completes data entry into client information system, assists with client follow up, and helps with office organization/cleanliness.

Duties and Responsibilities

Reception

- Greet and welcome guests that arrive at office.
- Answer, screen, and forward incoming phone calls.
- Check clients in and out for appointments.
- Collect service fees and issue receipts.
- Perform other clerical receptionist duties such as filing, photocopying, transcribing, scanning, and faxing.
- Update paperwork, maintain documents, and organize files.

Data Entry

- Enter data and client record information into applicable spreadsheets and database in a timely, accurate, and effective manner.

Client Communications

- Communicate with clients including phone calls, text reminders, appointment changes, etc.
- Conduct follow-up communications with clients as requested by coordinators of program and service areas.

Other Duties

- Assist with organizing and implementing Agency sponsored events.

- Perform basic office organization and cleaning duties.
- Assist with maintaining supply inventory.
- Other duties as assigned.

Schedule

- This position works a part-time schedule of 26 hours per week. At times the position may require an adjustment to the schedule or an option to work additional hours to meet the needs of the organization, and this will be communicated with the employee in advance of changes. All changes to the schedule must be approved in advance by the supervisor.
- The schedule for the position is:
 - Mondays: 8 a.m. to 5 p.m. (8 hours; lunch from 12-1 p.m.)
 - Tuesdays: 1 p.m. to 7 p.m. (6 hours)
 - Wednesdays: 1 p.m. to 5 p.m. (4 hours)
 - Thursdays: 1 p.m. to 5 p.m. (4 hours)
 - Fridays: 8 a.m. to 12 p.m. (4 hours)

Minimum Qualifications

- High School graduate with two years' job-related experience.
- Familiarity with all components of Microsoft Office software.
- Understanding of office procedures.
- Solid written and verbal communication skills.
- Maintain confidentiality of sensitive information.
- All employees shall abide by the laws of the Church and the state. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville.
- Applicants shall exhibit in behavior and lifestyle values compatible with Catholic beliefs.

In addition to the specific duties and responsibilities shown above, the office assistant is responsible for complying with policies and procedures established by Catholic Charities in administration, supervision, and delivery of services

Interested applicants should send a cover letter and resume to humanresources@evdio.org.