

Macomb County Abstinence Partnership Job Description Non-Exempt Part-time Position

TITLE: Administrative Assistant **BRANCH:** MCAP #72

INCUMBENT

SUPERVISOR: Executive Director **DEPARTMENT:** 10

GENERAL FUNCTION:

Under the supervision of the Executive Director, the Administrative Assistant will handle all administrative/clerical support for the Executive Director and office staff of the Macomb County Abstinence Partnership.

ENTRY REQUIREMENTS:

High school diploma and two years' office experience required. Responsible person with computer skills in Microsoft office Suite including Word, Excel, Outlook PowerPoint, and Access (must be able to mail merge documents). Accurate record keeping and general office operations required. Excellent written and verbal communication skills required. Incumbent must possess strong decision-making, organizational, multitasking, proofreading, and editing skills. Must possess the ability to handle confidential and sensitive material appropriately.

JOB SEGMENT:

Administrative Assistant

- Assist Executive Director and office staff with all clerical and administrative functions.
- Maintain accurate Board and staff records and detailed meeting minutes. Set up and preparation for all board, volunteer, staff meetings and appointments.
- Represent the branch and Executive Director in a positive, professional manner and assume a leadership role.
- Maintain accurate records of all branch records.
- Maintain all office equipment; order and track all office and maintenance supplies.
- Handle outgoing and interoffice correspondence.
- Organize bulk mailing when required.
- Responsible for the coordination of the annual banquet and the annual visiting speaker.
- Perform other duties as requested by the supervisor in the spirit of teamwork.
- Promote teamwork concept and positive attitude amongst staff.
- Maintain a professional appearance acting as a YMCA/MCAP representative.

AGREEMENT:

We understand and mutually accept that the above position description represents our agreement as to the job to be performed.

Supervisor_____ Supervisee_____

Date_____