

Part Time Administrative Assistant Position

The Independent Adoption Center, an innovative open adoption agency celebrating 26 years of open adoptions, has a part-time administrative/clerical position available. This position provides administrative support and assistance to counselors, management, staff, and clients in performing regular daily office activities to assure an efficient, responsive, organized, office environment.

Part-Time Position: 25 hours/week with full medical, dental and vision benefits. Paid sick and vacation time. \$12/hour.

Resume and cover letter required. Please submit in a Microsoft Word document to hrse@adoptionhelp.org. No phone calls please.

Responsibilities:

- 🍏 Answers telephone, direct calls, records, and delivers messages
- 🍏 Check voice mail as needed, record and distribute messages
- 🍏 Distribute and process incoming mail
- 🍏 Organizes outgoing mail and packages, monitors postage usage/need, and delivers mail to Post Office at end of the day if needed
- 🍏 Prepare/send daily inter-office faxes and mail, copies and distributes faxes
- 🍏 Complete and process the Daily Pull Sheet
- 🍏 Administer Petty Cash fund and complete monthly report
- 🍏 Administer Checking Account and complete monthly Check Register
- 🍏 Maintenance of office equipment
- 🍏 Inventory, order, and organize office and kitchen supplies
- 🍏 Organize, inventory, prepare, and maintain office forms
- 🍏 Prepare all IAC materials, packets, and binders for Weekend Intensive Workshops
- 🍏 Prepare client files
- 🍏 Prepares/send duplicate client files
- 🍏 Maintain Birth Mother letter file cabinet
- 🍏 Assembles/send Birth Parent packets
- 🍏 Prepares new Birth Parent files
- 🍏 Input Birth Parent Intake into database
- 🍏 Submit Birth Parent Intakes for daily report to the Central Office
- 🍏 Provide backup for Birth Parent Intake
- 🍏 Other projects and duties as assigned

Qualifications:

- 🍏 Bachelors degree or equivalent experience
- 🍏 Excellent customer service skills
- 🍏 Organizational skills
- 🍏 Telephone communication skills
- 🍏 Mac experience
- 🍏 Database Management
- 🍏 Ability to serve as a Notary