



**Title:** Administrative Assistant

**Date:** October 19, 2017

**Reports To:** Resident Services Administrator, Golda Meir House

**Location:** Golda Meir House

**Status:** Non-Exempt Hourly; 35 hours per week, *for the duration of the Golda Meir House renovation construction project, estimated to be completed by November 2018.*

**GENERAL SUMMARY:** Responsible for supporting group activities at Golda Meir House, providing administrative support to Resident Services and Executive Director. The administrative assistant will adhere to JCHE and Golda Meir House mission and philosophy, and will help maintain quality programs and services for Golda Meir House residents.

**ESSENTIAL JOB FUNCTIONS**

- Help coordinate and assist at all programs, activities, entertainment, and other events, including coordination with instructors and vendors.
- Produce informative, visually engaging flyers for programs and other notices and signs as needed. Obtain translations, and distribute. Maintain all bulletin boards and other locations for flyers, notices, and signs.
- Buy and set up refreshments, coordinate with other staff as needed, including Golda Kitchen. Set up for programs, and clean up, re-set room after programs.
- Place calls to residents to remind about programs and meetings as directed.
- Administer common room reservations and maintain program calendars, van schedule, and Google calendars.
- Collect and enter attendance data, volunteer data, and other information into various spreadsheets and databases as directed.
- Provide general administrative and office support, including but not limited to photocopying, faxing, scanning, sorting mail, data entry, delivering notices, print and distribution of monthly Golda newsletter, etc.
- Process invoices coded and signed by E.D. and RSA, maintain files and follow up as needed.
- Maintain Golda Meir House photo directory of residents.
- Schedule applicant interviews and tours as directed by E.D.
- Other administrative duties as assigned.

**OTHER DUTIES AND RESPONSIBILITIES MAY INCLUDE:**

- Monitor work in resident apartments.
- Fill in at Front Desk periodically.

## **PREPARATION, KNOWLEDGE, SKILLS AND ABILITIES**

- Baccalaureate Degree preferred.
- Demonstrated customer service skills.
- Excellent follow-through, organization and communication skills; detail oriented.
- Ability to work independently and as part of a team; be proactive and a problem-solver.
- Flexibility to be able to work in a fast paced environment.
- Proficient computer skills; Microsoft Office Suite software, database and other record keeping systems.
- Comfortable with older adults in residential setting; patient & positive.
- Fluent in English; spoken and written.
- Vehicle and valid driver's license required.

## **SUPERVISORY RESPONSIBILITY**

- No supervisory responsibility.

## **WORKING CONDITIONS/PHYSICAL DEMANDS**

- Office environment
- Ability to walk throughout the building while carrying and delivering heavy stacks of paper.
- Property under construction, can be noisy at times, and a bit dusty

***Qualified candidates should forward a cover letter and resume by email to [hrjobs@jche.org](mailto:hrjobs@jche.org) ; by fax to (617) 912-8469, or by mail to Human Resources, JCHE, 30 Wallingford Road, Brighton, MA 02135. For further information about JCHE and its Coleman House, see our website at [www.jche.org](http://www.jche.org). JCHE is an Equal Opportunity Employer.***

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

*\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis*