



JOB TITLE: ADMINISTRATIVE ASSISTANT

Reports to: Volunteer and Community Outreach Manager

Category: Non-exempt; part-time

Compensation: \$12.00 to \$14.00 per hour DOQ

Hours: 15 hours each week, working three 5-hour shifts between Monday – Friday. (Shift start times are flexible, but shifts must be between the hours of 8:00am-4:00pm.)

Job Summary: This role will provide administrative support to the Child Development Center Director, the Development and Public Relations Director, the Volunteer and Community Outreach Manager, and the Food and Clothing Pantry staff. Strong communication and people skills are required.

Duties and Responsibilities:

- Answer phone, greet visitors, address questions and direct callers/visitors.
- Respond to emails with professional communication.
- Input data accurately to populate and create reports.
- Assist with grocery and supply shopping for the child development center.
- Maintain office organization and supplies.
- Assist with all special events and programs.
- Backup the Food and Clothing Pantry as needed.
- Perform other duties as assigned.

Knowledge, Skills and Abilities:

- Professional verbal and written communication skills (phone, e-mail, and mail).
- Knowledge of office equipment including multi-line telephone system, voice mail, copier, and scanner.
- Basic computer knowledge including MS Office applications (Outlook, Word, and Excel).
- Ability to establish priorities, organize tasks and work independently.
- Must work well in a team environment and with diverse populations.

Qualifications and Requirements:

- High School Diploma or GED/HiSET.
- Three years previous administrative assistant or office experience.
- Valid Iowa Driver's License and auto insurance.
- Must be able to pass both a criminal and driver's license background check.
- Physically able to carry 20 pounds.
- Must be able to go up and down stairs.

To Apply: Interested candidates should send resume to: mreams@bidwellriverside.org or mail to: Bidwell Riverside Center, 1203 Hartford Drive, Des Moines, IA 50315

Position is open until filled.

Bidwell Riverside Center/Hawthorn Hill are Equal Opportunity employers. Personnel are chosen on basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.