



8 Mulberry Rd. Selma, AL 36703

334-526-4539

[www.SCNTR.org](http://www.SCNTR.org)

## **Job Description**

### **Administrative Assistant/Receptionist**

*The Selma Center for Nonviolence, Truth and Reconciliation (SCNTR) is an Alabama-based 501(c)(3) nonprofit corporation, with a mission to partner with institutions to promote love, the establishment of justice, and build the Beloved Community. The Center is committed to transforming and healing the root causes of physical, political, psychological, environmental, economic and racial violence at personal, family, community and systemic levels.*

As an Administrative Assistant, you will be the first point of contact for our organization. Our Administrative Assistant's duties include offering administrative support across the organization. You will welcome guests and greet people who visit our organization. You will also coordinate front-desk activities, including distributing correspondence and redirecting phone calls. To be successful as an Administrative Assistant, you should have a pleasant personality, as this is also a customer service role. You should also be able to deal with emergencies in a timely and effective manner, while streamlining office operations. Multitasking and [stress management skills](#) are essential for this position. This role requires flexibility. Ultimately, an Administrative Assistant's duties and responsibilities are to ensure the front desk welcomes guests positively and executes all administrative tasks to the highest quality standards.

#### **Responsibilities**

- Serves visitors in a warm and friendly manner by greeting, welcoming, and directing them to the appropriate person and office as soon as they arrive at the office and/or answer any questions visitors have. This includes answering the door when locked.
- Notifies staff of visitor arrival through intercom system
- Directs visitors by maintaining employee and department directories.
- Answers, screens, and forwards incoming phone calls in a polite and friendly manner
- Keep detailed and accurate records of visitor requests and of calls received including checking voicemail daily
- Checking SCNTR email daily
- Receives deliveries; checks, sorts, and distributes incoming mail daily and sends outgoing mail
- Ensure reception area and all common areas are tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Order, track, and restock supplies including creating and implementing a system of checking out electronics

Job Description

Administrative Assistant/ Receptionist Updated 7/20/2022

- Maintain the general office filing system including reviewing, scanning, and filing receipts
- Maintain office security by following safety procedures and controlling access via the reception desk (ex. monitor sign in sheets, etc.)
- Maintains security and telecommunications system by following manufacturer's instructions for our phone and security systems
- Update online calendars and schedule meetings
- Arrange travel and accommodations for the organization's Executive Director, and prepare mileage and travel receipt documents for the Executive Director as well
- Keep updated records of office expenses and costs
- Perform other clerical Administrative Assistant duties such as filing, photocopying, and transcribing
- Supports continuity among work teams by documenting and communicating actions, irregularities, and continuing needs, including but not limited to sending out agenda for weekly staff meeting and taking minutes during staff meeting
- Create and implement building maintenance and rental plan
- Contributes to team effort by accomplishing related results as needed.
- Initial intake for Alternative Break Groups and documenting when checks are received
- Tracking employees daily time and annual and sick leave. This includes documenting where employees are when not in the building.
- Checking admin email daily and responding appropriately
- Helping or supporting with event planning and execution
- Assistance with correspondence/communications when needed
- Creating and monitoring spreadsheets and other processes as necessary (ex. 1 on 1 sheets)
- Entering Visitor sign in sheets into database as well as sign in sheets for other general events
- Disposing of newspapers after two weeks and archiving articles relevant to the SCNTR
- Maintaining donor list and sending donor letters within a week of receipt
- Running gift shop and keeping inventory of items
- Creating and monitoring a system for checking out/checking in SCNTR library books
- Creating, tracking, and submitting invoices
- Assisting with Board meetings, such as calling Dr. Lafayette as a reminder at least one full week before the meeting

### **Requirements**

- Proven work experience as a Administrative Assistant, Administrative Assistant or similar role
- Proficiency in Microsoft Office Suite and proficiency in Quickbooks is a plus
- Hands-on experience with office equipment (e.g. copiers, phone system and printers)
- Professional attitude and appearance, as well as a customer service attitude
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills, multitasking, and time-management skills (e.g. the ability to prioritize tasks without guidance)
- High school degree or general education degree (GED) required; college degree is an asset; additional certification in Office Management is a plus
- Able to type 45 wpm minimum

- Strong telephone skills
- Excellent interpersonal skills including being a good listener
- Punctual with strong attendance history
- Complete our 5-day Kingian Nonviolence Conflict Reconciliation and Racial Equity trainings
- Flexible and a team player
- Models and exemplifies the organization's core values and beliefs
- Supports both the mission and vision of the organization
- Demonstrates an orientation for results and achievement (e.g. making data-driven decisions, taking initiative, etc.)