

Job Posting
Office Assistant

General Responsibilities:

Provides administrative support to achieve the organizational goals of the Alzheimer's Association.

Essential Job Functions:

- Provides receptionist and phone coverage. This includes but is not limited to answering the main switchboard, greeting guests, informing staff of guests, informing staff of deliveries and maintaining area
- Maintains the following for the volunteer program; application processing, volunteer file maintenance, keeps website volunteer information update to date and maintains list of active volunteers.
- Coordination of United Way Day of Caring.
- Maintains information on volunteer websites such as Volunteer Match.
- Registers and attends volunteer fairs as needed.
- Responsible for office volunteers.
- Completes the following data entry; education, support groups, supportive activities and volunteer hours.
- Tracks services rendered via program specific spreadsheets/master schedule.
- Records services rendered in the agency database.
- Enters education into Eventbrite and ACO database.
- Maintains copier and postage meter; services calls, supplies and completes monthly meter reads and replenishes BRM account as needed.
- Maintains inventory of national brochures.
- Maintains kitchen area and purchases supplies.
- Orders business cards, logo pens, name tags, letterhead, window letterhead envelopes, and letterhead envelopes as needed.
- Orders and maintains office supplies including toner for printers.
- Maintains supply of office forms.
- Verifies water deliveries and submits invoice.
- Requests shredding pick-up and submits invoice.
- Orders EZ passes, routes monthly invoices and maintains account information.
- Opens daily USPS mail and follows distribution process.
- Monthly birthday email to directors, card to President/CEO to sign with gift certificate for up-coming birthday one week prior to birthday.
- Signs out library books and maintains library.
- Organizes and maintains appropriate files.
- Covers respite & transportation requests for Program Associate.
- Assists with agencies events.
- Assists with clerical needs of Vice President of Development when needed.
- Completes mail merges as requested.

Non-Essential Functions: All other duties as assigned.

Minimum Qualifications:

- Associates Degree with 2 years' experience.
- Experience in office procedures.
- Proficient in; Microsoft Windows 7, Internet Explorer or Google Chrome, Gmail, Microsoft Office 2007/2010 including; MSWord, MSEXcel and MSPowerpoint.
- Excellent interpersonal skills.

- Excellent written, oral, organizational and communication skills.
- Ability to plan and prioritize assignments within responsibilities of the position.
- Ability to work independently a must.
- Must be self-motivated.
- Driver's license, car and proof of insurance are required.

Accountability: Reports to the Director of Administration and Public Policy

Status: Full time non-exempt position.

The Alzheimer's Association is an Equal Opportunity Employer and does not lawfully discriminate on the basis of religion, sex, age, national origin, race, color, marital status or disability. This commitment to equal opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, training, compensations and benefits. Employees are responsible for abiding by the Agency's commitment to equal opportunity in their personal conduct and also are responsible for addressing any conduct by Agency personnel which deviates from this commitment.

Resume & Cover letter to: Kelly Harris, Director of Administration, Alzheimer's Association, 435 East Henrietta Road, Rochester NY 14620 or rochesterjobs@alz.org **Deadline:** 12/26/14