



Administrative Assistant Job Description

Summary:

This position is responsible for supporting the Administrative Team to help them stay structured and help facilitate the efficient operations of the organization. The Administrative Assistant will assist all visitors and provide polite and professional assistance via phone and email. Must be comfortable with computers, general office tasks, and excel at both verbal and written communication.

Responsibilities:

1. Greet students, volunteers and guests and answer the phone
 - a. Listen to messages and forward as necessary
 - b. Initial intake for potential students; refer to Enrollment Coordinator
 - c. Relay info regarding tutor and/or student absences
2. Assist Executive Director as requested
3. Assist educators with scanning, copying and faxing
 - a. Develop a system to cover anticipated needs
 - b. Become the office expert at troubleshooting copier issues
4. Prepare Garden City break room for students and volunteers
 - a. Before morning and afternoon breaks, and recheck for evening
 - b. Assist volunteers with donated baked goods, etc.
3. Handle incoming and outgoing mail.
 - a. Gather and distribute mail daily
 - b. Maintain Cash Log
 - c. Scan checks with additional information for deposit
 - d. Scan and file correspondence and related documents to Business Manager
 - e. Opens bills and prepares for ED approval; scan to Business Manger after approval
4. Arrange meetings
 - a. Coordinate and prepare for on-site meetings
 - b. In-person Learn about the Lab set up and clean up; refer to Volunteer Director
5. Facilities Maintenance
 - a. Serve as administrator of phone system
 - b. Manage garbage, recycle collection/curbside placement/retrieval
 - c. Address routine cleaning of copier glass, doors, front entry
 - d. Keep storage areas organized and accessible
 - e. Monthly inspection of fire extinguishers
6. Manage & maintain office, break room and classroom supplies.
 - a. Develop inventory
 - b. Create system for coordinating with staff to determine supply needs
 - c. Inform Business Manager of items needed.
7. Other duties as assigned

Qualifications:

- High school diploma or GED

- Friendly, welcoming demeanor
- Patient
- Comfortable working with diverse populations
- Basic computer skills
- General knowledge of office operations

Job Type: Part-Time Hourly 28 hours (Monday-Thursday)

Compensation and Benefits:

Compensation \$16/hr plus benefits including paid time off, health insurance, life insurance, HRA, and flexible benefits (FSA, dependent care, or IRA)

Location: This role is based in Garden City, Idaho. Position is expected to be onsite.

Learning Lab is committed to affording all qualified individuals an equal opportunity to pursue employment and advancement opportunities. There shall be no unlawful discrimination against any person or group based upon gender, sexual orientation, ethnicity, race, color, age, disability, religion, national origin, veteran status or other legally protected class in training or apprenticeship, advancement, use of facilities, compensation, or any other conditions or employment.

Email resume to info@learninglabinc.org