

Position Title:	<b>Administrative Support Specialist</b>	Department:	<b>Sky Valley</b>
Reports to:	<b>Director of Sky Valley Services</b>	Classification:	Exempt <input type="checkbox"/> Non Exempt <input checked="" type="checkbox"/>
Hours:	<b>PT/20 hours per week</b>	Supervises:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

The primary focus of this position is coordination of systems to enhance effective service delivery for VOA's Sky Valley Integrated Service Center. Successful candidate will be highly organized with great attention to detail. In this fast paced environment, multi-tasking is a must while welcoming/greeting all visitors and callers in a timely, culturally sensitive, and friendly manner.

**Principal activities:**

General Office Duties

- Serve as the first point of contact at VOA Sky Valley including receiving telephone calls and greeting walk-in visitors.
- Collect sensitive client information and maintain strict confidentiality.
- Ensure accurate data collection, data entry and reporting.
- Demonstrate the ability to manage time well and work under stressful conditions with an even temperament.
- Support Sky Valley Executive Director and Sultan Food Bank Coordinator as needed.
- Maintain a positive presence in the community and creates opportunities to educate others about VOA supportive service.

Volunteer Coordination

- Accept and process volunteer applications in a timely manner.
- Manage and create volunteer schedules. Recruit new volunteers when needed.
- Conduct volunteer orientation and information sessions.
- Other duties as assigned.

**Qualifications:**

- BA in related field preferred plus 2-3 years administrative experience. Related experience can be substituted for educational requirements.
- Ability to work independently with strong problem solving skills.
- Intermediate user of MS Office products including Word and Excel.
- Ability to navigate electronic web portal systems, email, and basic internet.
- Written/verbal communication skills. Ability to speak Spanish desired.
- Ability to work with local businesses, churches, donors etc.
- May be required to work some evenings and weekends.
- Must be able to successfully pass a pre-employment background check.

If you wish to apply for this position, please email your cover letter and resume to: [recruiter@voaww.org](mailto:recruiter@voaww.org).

*Volunteers of America provides equal employment opportunities to all employees and applicants for employment without regard to race, sex, age, sexual orientation, marital status, color, creed, religion, national origin, disability, disability or status as veteran or special disabled veteran, use of trained guide dog or service animal by a person with a disability. We are in accordance with applicable federal laws and in compliance with the Americans with Disability Act, to include HIV Aids and other communicable diseases covered under the Act. Additionally, the agency complies with applicable state and local laws governing non-discrimination in employment.*