

Financial Empowerment Center at South County
A Program of Britepaths
JOB DESCRIPTION – 2018
Administrative Assistant

Position Title: Administrative Assistant

Title of immediate supervisor: Financial Empowerment Center Manager

Job Status: Part-time, hourly rate

Under the supervision of the Financial Empowerment Center Manager (FECM) of Britepaths, serves as Administrative Assistant of the Financial Empowerment Center (FECAA). This position assists FECM in managing volunteers, data entry and compiling reports. This part-time position will work 20hrs/week at the FEC in South County Government Center. One day per month, FECM will be required to attend staff meeting located at the Britepaths office in Fairfax. Personal transportation, internet, and phone are required. May require some evenings and one Saturday per month.

Skills preferred: Spanish speaking, resourceful, collaborative, excellent communications skills, professional demeanor, detail oriented, listens well, and has a customer service attitude. Must be outgoing and enjoy interacting with the public. Comprehensive knowledge of using social media platforms, basic understanding of graphic arts software and WordPress website platform. High School diploma required.

- Assist in managing a pool of quality volunteers who work in the center.
- Provide responsive and clear communication with stakeholders (clients, FEC Partners, Fairfax County, grantors, donors).
- Assist FEC Partners as they conduct their services at the FEC.
- Serve as main receptionist by interacting with the public, setting appointments and register clients for services.
- Contact clients on a regular basis to remind them about scheduled class or appointment.
- Assist with intake, service, and follow up data collection from clients and transcribe data into database.
- Assist Director with monthly reporting.
- Assist with marketing and fundraising efforts.
- Update website and calendar and post upcoming events to social media.
- Create promotional fliers for classes and workshops using specified guidelines.
- Monitor FEC voicemail and email accounts, respond accordingly.
- Contact clients for Survey follow up survey.