

**Britepaths**  
**JOB DESCRIPTION - 2022**  
**Office Administrator**

Job Title: Office Administrator (OA)  
Reports To: Programs Director  
Job Status: Hourly, Full-time, in-person, 30 hrs/wk, 12 holidays per year  
Location: Fairfax, VA

Britepaths is a non-profit organization dedicated to helping Northern Virginia residents meet their essential quality of life needs through food assistance, financial assistance, and mentoring programs. Please see our website for our values statement. We are explicitly working toward an inclusive, equitable and diverse organization.

The Office Administrator (OA) is directly responsible for assisting the staff at Britepaths and ensuring the office runs smoothly. OA's primary duties will be miscellaneous administrative duties, supervising office volunteers, and supporting the Food Program, including the office food pantry.

An ideal candidate could be a young professional, a parent looking for less hours or a retiree. We can train a person with base skills, a team player, and a self-starter.

**Position Requirements**

Proficiency in Spanish, both oral and written, is required. In-person (not remote) position. The OA will work in-person and have flexible hours, however, must be in the office Monday through Friday, from 10 AM to 2 PM. Experience in a goal and team-oriented environment with a willingness to meet measurement criteria for projects and an ability to work under pressure and meet deadlines. Must be self-motivated, have good organizational and planning skills, and work efficiently with diverse groups. Must have hands-on ability to work with computer programs, including proficiency in MS Word, Excel, and the internet. Strong writing, editing and interpersonal skills are essential. Must be able to communicate by phone professionally. Must be able to lift 10-to-20-pound bags/boxes, sometimes multiple times per day.

**Administrative Duties**

1. Manages phone calls and voicemails.
2. Greets and welcomes visitors.
3. Drafts and reviews office letters and documents.
4. Logs checks received.
5. Monitors daily work email and the general Britepaths email address and responds or forwards email to the correct staff.
6. Processes mail and distributes it to the correct staff.
7. Manages office equipment operation and maintenance such as printer, modem, etc. Arranges for and track service calls. Orders supplies with a reasonable budget in mind.
8. Attends and participates in regular staff meetings and planning meetings.
9. Performs miscellaneous administrative projects as requested by staff. Using analytical skills, prioritizing assignments, and working with staff to ensure delivery within a reasonable time frame.
10. Interviews, trains, schedules, and retains office volunteers.

**Food Program Duties (under Programs Manager supervision)**

1. Oversees office food pantry, which includes receiving and stocking donations; tracks quarterly inventory.
2. Oversees food packing and/or gift card distribution.
3. Performs Spanish food surveys.
4. Updates Britepaths' database (CiviCRM) with client information.
5. Communicates with Food Program clients over email and phone.
6. Prepares Food Program client correspondence.
7. Assist with Holiday, Back to School and Food4Thought Programs.