

Britepaths
JOB DESCRIPTION

Job Title: Temporary Office Administrator (OA)
Reports To: Sr. Director of Operations
Job Status: **Temporary (May 4 - July 10)**, Hourly, Full-time, in-person, 35 hours per week
Location: Fairfax, VA

Available Benefits

Paid Holidays, Flexible Schedule, Telecommuting

Mission Focus

Britepaths is a 501c3 non-profit organization providing food, financial assistance, financial education, and workforce development programming and services for clients in Northern Virginia. Our programs stabilize clients facing economic crisis, foster personal empowerment, and support the needs of children. Please see our website for our values statement. We are explicitly working toward an inclusive, equitable, and diverse organization.

This is a temporary position expected to last from May 4 – July 10. 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 and Financial Assistance Program.

Position Requirements

Proficiency in Spanish, both oral and written, is required. The Office Administrator will work in person and have flexible hours; however, they 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 lift 10-to-20-pound bags/boxes, sometimes multiple times daily.

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 appropriate staff.
6. Processes mail and distributes it to the appropriate staff.
7. Manages office equipment operation and maintenance such as printer, modem, etc. Arranges for and track service calls. Orders office supplies as needed.
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.

Food Program Duties (under Food Security & Youth 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. Communicate with Food Program clients over email and phone.
6. Prepares Food Program client correspondence.
7. Assist with Holiday, Back to School, and Food4Thought Programs.

8. Assists the program manager with volunteer management including interviews, trains, schedules, and retains office volunteers.

Financial Assistance (under Financial Programs Manager supervision)

1. Processing car repair payments and hand delivering checks when needed.
2. Ensuring the financial assistance client log is updated for payments.
3. Reviewing referrals to confirm household information is accurate.
4. Saving referrals and entering them into the system for new clients.
5. Making pledge calls and contacting caseworkers as needed.

Position requires 35 hours/week with an hourly rate of **\$20-24 an hour**, dependent upon experience and track record. Work schedule is flexible, with required in-person core hours Monday – Friday 10am to 2pm. Reliable internet connection at home is required for telecommuting; laptop will be provided. Occasional weekend and evening work will be required in addition to monthly in-person attendance of staff meetings at Britepaths' Fairfax headquarters. Must have own transportation. Northern Virginia regional travel required.

To apply: send cover letter and resume to dsykes@britepaths.org.