



33 Whitney Avenue  
New Haven, CT 06510  
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[www.ctvoices.org](http://www.ctvoices.org)

## Job Description

**Title:** Part-Time Receptionist/Administrative Assistant

**Status:** Non-Exempt

**Reports To:** Operations Director

**General Functions:** This position will be the initial contact for Connecticut Voices for Children, and as such, must have strong customer service skills. The Administrative Assistant will also provide administrative support which will include maintaining the database, website, e-communications, and office correspondence.

### Major Responsibilities

- Answer multi-line telephone system
- Perform front office duties (e.g., managing incoming and outgoing mail; monitoring general voicemail inbox; scheduling meetings and managing conference room calendars) to ensure smooth office functioning.
- Provide support for internal and external meetings, including extending and tracking event invitations, working with meeting host to ensure proper room set up, duplication, and packaging of meeting materials, and so on.
- Data entry into Microsoft Excel
  - Maintain copy and postage logs
  - Maintain a spreadsheet of media hits and file newspaper clippings in binders.
- Complete mailings with the use of mail merge
- Assist with maintenance of Salsa database and Voices listservs
- Clerical functions
  - Maintain supplies for office
  - Keep supply closet/area in order
  - Filing
- Provide administrative support to Executive Director
- Other tasks as assigned

### Qualifications

- Minimum GED or Associates Degree
- Administrative experience a plus, preferably 2 years or more.
- Software knowledge in Microsoft Word, Excel, and PowerPoint.
- Knowledge of Salsa or donor management software a plus.
- Must demonstrate excellent interpersonal, team building and communications skills.
- Must have time management and organizational skills.
- Additional qualifications related to physical duties (e.g. moving heavy objects, bending, and reaching) may be specified for some positions in this job.

**Salary:** Commensurate with experience

Please e-mail resume to:

[HR@ctvoices.org](mailto:HR@ctvoices.org)

**Subject line:** Part-Time Receptionist/Administrative Assistant