



## **Administrative Assistant**

Journey Home is a non-profit organization that leads the effort to end homelessness in the Capital region of Connecticut. Founded in 2007, we are proud to serve as the lead agency within the Greater Hartford and Central Coordinated Access Network. We are in need of a full-time Administrative Assistant who will report directly to the Executive Director and support the Coordinated Access Network.

### **SUMMARY OF DUTIES/RESPONSIBILITIES:**

- Support and maintain Executive Director's calendar
- Work on special projects, research projects, administrative tasks for the Executive Director
- Update agency registrations as necessary
- Monitor and maintain office supplies inventory and ensure the efficient operation of office equipment.
- Other office tasks including sorting mail, filing paid invoices and signed contracts
- Maintains staff's appointment schedule by planning, confirming and scheduling meetings, conferences, teleconferences, and travel.
- Maintains customer confidence and protects operations by keeping information confidential.
- Provides historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions, taking minutes.
- Contributes to team effort by accomplishing related tasks as needed
- Welcomes guests and customers by greeting them, in person or on the telephone; answering or directing inquiries.
- Supporting Journey Home Board of Directors by sending communications, preparing meeting materials, coordinating logistics, and filing board documents
- Support emergency response and recovery efforts as requested

### **KNOWLEDGE, ABILITIES, QUALIFICATIONS:**

- High School diploma and at least one year of experience in a similar role preferred
- Excellent organization skills, time management, and attention to detail required
- Strong communication skills, including basic business writing skills and positive phone personality with active listening skills.
- Ability to work independently, adjusting to changing priorities required
- Ability to work with groups and balance multiple points of view required
- Strong Microsoft Office and Google Suite skills
- Ability to take initiative and implement projects with minimal supervision
- Ability to establish and maintain high quality relationships with a variety of stakeholders.
- An understanding of concepts of institutional and structural racism, sexism, and other systems of power based on identity, and their impact on underserved and marginalized populations is preferred.

**Journey Home is an Equal Opportunity Employer**

Journey Home provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

**Compensation & Benefits:**

This is a full-time, exempt position.

Salary Range: \$17 hourly - \$23 hourly

Salary based on experience and qualifications, not salary history

Benefits: Medical, Vision, Dental and Short-Term disability

Journey Home offers generous paid time off packages as part of our philosophy to ensure our employees' overall well-being.

**To Apply:**

Send a cover letter, résumé with salary requirements and three references we may contact.

**By mail:**

Journey Home, Inc.  
255 Main St. 2<sup>nd</sup> Floor  
Hartford, CT 06106

By email: [tamika.riley@journeyhomect.org](mailto:tamika.riley@journeyhomect.org)  
Subject line: Administrative Assistant