



Administrative Assistant

Journey Home has been a thought leader and innovator pushing forward the efforts to end homelessness in the Capital Region of Connecticut. We are a dedicated team of professionals who value hard work, and a flexible, honest work environment.

We are in need of a full-time Administrative Assistant who will work to keep the Journey Home leadership, Coordinated Access Network (CAN) (network of agencies working to end homelessness) staff, and community partners operating at their highest potential to end homelessness in our region. This person will provide critical administrative and data management support to our agency and the Coordinated Access Network of providers, to ensure that progress is continually made towards meeting system goals.

SUMMARY OF DUTIES/RESPONSIBILITIES:

- Work on special projects, research projects, and administrative tasks in support of the agency
- Provides historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions, taking meeting notes and minutes
- 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 Executive Director and other Journey Home leadership with scheduling meetings, maintaining calendars, preparing materials, coordinating logistics, working to save leadership's time, and performing other administrative tasks as needed
- Support Director of Development and Operations with IT management, and with the logistics of onboarding and off-boarding for new and departing staff
- Support Director of Finance with reconciling employee Earned Time Off records, coordinate getting completed timesheets from staff, and other ad hoc administrative requests as needed
- Work with chairs/leaders of CAN meetings to develop, circulate, print, and distribute meeting agendas and meeting supporting documents
- Ensure a user-friendly and positive public face for the CAN by maintaining and updating CAN webpages on Journey Home's website and/or Basecamp or other platforms.
- Provide regular communication and engagement to CAN subcommittees to maintain positive relationships, accountability and transparency.
- Maintain positive partner relationships and ensure mutual accountability by gathering and providing data and documentation as necessary for CAN participating agencies as requested, such as meeting participation documentation

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.
- Ability to manage and analyze data in Excel required
- Experience working with various types of databases and content management systems preferred
- Knowledge of CT HMIS preferred
- Ability to develop visual presentations of data/metrics 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.
PO Box 260727
Hartford, CT 06126

By email: sara.wilson@journeyhomect.org
Subject line: Administrative Assistant