



Dove, Inc., established in 1970, is a multi-program social service agency working to meet unmet needs and to find solutions to social injustices.

Dove, Inc. | 302 S. Union, Decatur, IL 62522 | doveinc.org | dove@doveinc.org

Homeward Bound Program

Administrative Assistant Job Description

GENERAL RESPONSIBILITIES

The Administrative Assistant will be responsible for answering phones, agency mail delivery, preparing for orientations, developing and maintaining sign in sheets and other administrative duties as outlined below. The Homeward Bound Program Director supervises this position.

EXAMPLES OF WORK

- Answers telephone courteously and professionally for the program.
- Takes messages for staff members and places them in appropriate mailboxes.
- Greets all visitors and directs to appropriate staff person.
- Distributes agency mail daily.
- Accepts rent payments and documents payments, writes receipts for all money received; prepares and takes deposits to Finance Department.
- Enters data as necessary and required for program reporting and compliance as directed in Homeless Management Information System.
- Organizes reception area, conference room area, copy room and maintains a clean lobby.
- Maintains security keys for building.
- Prepares conference room sign in and sign out sheets as well as maintaining sign in sheets for all Homeward Bound Client group functions.
- Updates bulletin boards.
- Maintains staff sign in and sign out sheets.
- Keeps inventory and orders supplies as needed.
- Sends Review Committee presentation information weekly.
- Receives and organized donations, provided thank you cards and maintains a list of received donations.
- Assists in preparing program mailings and flyers.
- Maintains mailing/emailing lists.
- Attends and participates in all required staff meetings.
- Performs typing, filing, proofreading, word processing and other related clerical duties.
- Assists other programs as needed.
- Performs other administrative duties identified by program needs as required.

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QUALIFICATIONS

Applicants should have at least one year of successful experience, including volunteer work in human services. An academic degree in a related field may substitute for experience. Applicants should have or capable of learning the following skills: counseling, crisis intervention, problem solving, case management, program planning and time management skills.

Applicants should have effective communication skills and should be able to work in a cooperative team atmosphere and function smoothly under stress. Applicants must be able to perform the following: Lift and carry 30-50 pounds, sit and/or stand for prolonged periods of time, bend, twist, stoop, or kneel, exhibit manual dexterity, vision correctable to 20/20 or sufficient to complete job responsibilities, including color recognition, hearing correctable in order to complete job responsibilities. Prior to employment all employees are subjects to background and drug checks as required by program grants and the Dove, Inc. Personnel Policy. These checks may be updated periodically.

SALARY AND BENEFITS

The introductory salary range for this position is from \$32,000 to \$35,000 per year with raises available each July 1st based on availability of funds. Fringe benefits include paid holidays, up to 19 paid leave days per year, group health insurance, life & disability insurance, direct deposit, matching retirement and an Employee Assistance Program.

WORK CONDITIONS AND ENVIRONMENT

This is a full-time position requiring 40 hours per week, and it is subject to the Fair Labor Standards Act. This employment is contingent upon continued funding for this position. The Administrative Assistant reports to the Homeward Bound Program Director. A program office is located at 788 East Clay Street. This position is funded through a grant, and no promise of employment is made beyond the end of that grant period.

DOVE, INC. IS AN EQUAL OPPORTUNITY EMPLOYER
Revised 11/2023