



MIDWEST ASSISTANCE PROGRAM, INC.

JOB DESCRIPTION **PART-TIME OFFICE ASSISTANT**

Program Description: The program mission is to assist rural communities to improve their environment, quality of life and be self-sustaining by providing technical assistance and training relating to water, wastewater, solid waste and community development. The Midwest Assistance Program, Inc. (MAP) is a non-profit organization serving the nine Midwestern states of Iowa, Kansas, Minnesota, Missouri, Montana, Nebraska, North Dakota, South Dakota, and Wyoming. MAP is a partner of the Rural Community Assistance Partnership, Inc. (RCAP).

Administrative Assistant Summary: The Office Assistant performs various secretarial and administrative duties as required by the Human Resources Coordinator, Executive Director, Finance/HR Director, and Programs Managers. This position also ensures the smooth operation of the office by performing duties such as efficiently handling information requests and providing customer service to staff and customers.

Supervised By: HR Coordinator

Classification: II General Office Clerical; Office Assistant (Non-Exempt)

Description: Permanent Part-time Position up to 24 hours per week

Entry Level Salary Range: \$13.00 - \$15.00 per hour (based on experience)

Specific Duties/Responsibilities:

1. Assist with filing office documents.
2. Data entry and review entries for accuracy.
3. Answer phones with professionalism and courtesy. Screen and direct incoming calls to appropriate staff.
4. Research, compile and prepare reports, documents, correspondence, or other information required.
5. Organize office supplies and purchase office supplies. Maintain office orderliness.
6. Process print requests and organize printed reports.
7. Prepare new hire binders for HR Coordinator.
8. Assemble documents and manuals for Program Manager and Field Managers as requested.
9. Proofread documents and correspondence for grammar and spelling.
10. Prepare staff supplies and process shipments.

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11. Mail correspondence and packages.
12. Review DCS (Data Collection System) entries as assigned by Program Manager.
13. Update contact information for Source mailing list.
14. Assist with saving files on terminated employees' laptops and formatting laptops for use by a new employee.
15. Assist with marketing communication efforts.
16. Assist with tasks and organization to maintain the MAP website, MAP Staff site, training information, and electronic folders.
17. Receive and distribute incoming mail and packages.
18. Handle requests for action and information promptly.
19. Provide support to staff as needed.
20. Perform other related duties and responsibilities that may become necessary to meet the organization's needs assigned by the HR Coordinator, Finance/HR Director, Executive Director, Program Director, or Program Managers.

Job Qualifications:

1. High school graduate or equivalent required.
2. Prior clerical experience is helpful but not required.

Job Specifications:

1. Possess organizational skills, attention to detail, and grammar and spelling skills.
2. Have knowledge of computer software, including Microsoft Office products.
3. Demonstrate ability to work independently.
4. Possess the ability to work cooperatively with peers.
5. Punctual to scheduled work time and completing assignment deadlines.

Physical Requirements:

1. A person in this position must be able to hear, see and speak English clearly.
2. Minimal lifting (files, office supplies, etc. to a maximum of 55 pounds).

Other: Fringe benefits include 401(k) retirement plan. Travel and per diem are reimbursed at established agency rates.

EQUAL EMPLOYMENT OPPORTUNITY