

## **Administrative Assistant to Hire Expectations**

**Full-Time**

### **Reports to Hire Expectations Director**

HomeFront, a 27-year-old nonprofit social services agency in Mercer County is seeking an Administrative Assistant with passion, dedication, and a deep desire to help families become self-sufficient.

One of HomeFront's core beliefs is that with the right tools, all families can succeed. In partnership with well-trained instructors, dedicated volunteers, community partners, and administrative staff, Hire Expectations offers multi-faceted instruction and support for long-term success. The program offers formal educational programs including on-site preparation and testing to acquire high school equivalency diplomas. Once a diploma is in hand, Hire Expectations helps in resume preparation, coaching clients for success at job interviews, and connects the job-seeker with potential employers. HomeFront is a WorkFirst New Jersey site that offers educational instruction, practical work experience, job training, and career preparation.

The Administrative Assistant to Hire Expectations will support the director and the education and employment team in maintaining a program which ensures the success of the client.

### **Essential Job Functions**

- Delivers Trauma Informed Care
- Assist Hire Expectations director and staff as needed
- Schedule and organize department's calendar
- Input (and submit to appropriate agencies when needed) statistical data into the computer
- Enter all pertinent and updated information into HMIS
- Report student attendance through e-time
- Create and modify documents such as requisitions, invoices, reports, and forms using Microsoft Office Suite
- Research, price, and recommend requisition of office supplies and equipment
- Complete electronic requisitions for all department purchases
- Answer telephones, communicate messages, and transfer calls to appropriate staff members
- Interact positively with clients, volunteers, and visitors
- Perform general administrative duties to include but not limited to: photocopying, faxing, mailing, and filing
- Work independently and within a team
- Develop and maintain cooperative working relationships with other social service agencies
- Schedule and organize activities such as meetings, staff and client training and conferences
- Coordinate client transportation as needed

- Ensure and protect agency, employee, and client confidentiality
- Monitor computer room and support clients with computing and other needs
- Reach out to former students nearing completion of HSE
- Collaborate with HF departments; IT, Accounting, Volunteer Coordinators and HR to support program
- Assist with coordinating tutors and their instructional material
- Maintain current educational material for HSE Program
- Assist with compiling math and reading material for BREM clients
- Complete monthly reporting to funding agencies
- Assist in planning special events; graduation, volunteer appreciation celebrations
- Perform other duties as deemed necessary

### **Competencies**

- Trauma-Informed Approach
- Independent, proactive thinking
- Strong verbal and written communication skills
- Enthusiasm
- Active listening skills
- Collaboration skills
- Strong interpersonal skills
- Attention to detail

### **Requirements**

- Associate's Degree in related field
- 3 years' administrative experience
- Valid driver's license and satisfactory driving
- Proficiency in Microsoft Office Suite and Google platform

### **Physical Demands**

This is largely a sedentary role, however, ability to lift files, open filing cabinets, bend and stand are necessary.

### **Travel**

Some local travel may include accompanying or driving clients to events

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