

Administrative Office Support Job Description

Position Mission Statement

The Administrative Office Support Position supports the back-office administrative staff in organizing and completing tasks that allow for capacity building and scalability of the organization as it looks to bring large scale, long term, positive change for the Chambers Co. & Greater Valley Area to the benefit of Individuals, Families, and especially Children.

Essential Duties and Responsibilities

- Assist with accounts payable, accounts receivable, and a host of detail oriented administrative and accounting duties.
- Working with the Office Manager to develop, enhance, and execute processes designed to ensure the smooth, efficient operation of the organization so that the Office Manager can devote more time, energy, and effort to tasks uniquely critical for that role.
- Working with the Executive Director to assist in the coordination of schedules, assist with meetings and reports as well as a variety of other duties in order to allow the Executive Director to devote more time, energy, and effort to tasks uniquely critical for that role.
- Build strong, healthy relationships with organization service recipients, staff, and partners.
- Assisting with front desk/reception duties.
- Working with public awareness team to assist in ensuring area families are aware of and encouraged to utilize provided resources, supports, and programs.

Perform all other duties as assigned

Knowledge, Skills, and Abilities

- Excellent interpersonal skills
- Great oral and written communication skills
- Detail Oriented
- Highly skilled with Accounting Software
- Highly skilled with Excel, and other Office Products.
- Experience with major social media platforms including Facebook, Instagram, etc.
- Knowledge of social media management tools such as Facebook Insights to track audience engagement and campaign performance
- Copywriting and editing skills
- Ability to work under tight deadlines

Experience

- Accounting background with a minimum of a Bachelor's degree required
- Fluent Spanish, WordPress Experience, and Image Editing Skills is a bonus

Position Details

- Full Time Salary+Benefits
- 40 hours per week in Valley, AL

Circle of Care Key Characteristics

Our core identity as a staff is that we are CARING. To live out this identity, these are the core values we exude:

People Focused — Do you put people first? Are you passionate about partnering with individuals and families to bring long-term, positive change in people's (and especially children's) lives? Can you build relationships that create better futures at various levels ranging from the individual life to the area as a whole?

Growth Oriented — Are you constantly looking to grow personally as a person as well as professionally? Do you set goals and deliver on commitments? Are you passionate about partnering with others to support their growth as they look to prevent and overcome life's challenges?

Hope Filled — Are you hope filled? Do you believe that tomorrow can be better than yesterday, the future better than the past? Are you able to look at lives, areas, and systems and tenaciously cling to the belief that things can change for the better?

We believe every child deserves their best opportunity to thrive. But, in order to do that they need the strongest possible family. We partner with individuals and families to provide resources and supports designed to prevent and overcome life's challenges. Because when families thrive, kids thrive. If you are people focused, growth oriented, and hope filled, [join our mission!](#)

At the Circle of Care, we believe everyone has worth and should have equal opportunities to receive employment and services without regard for race, religion, color, age, sex, orientation, identity, or disability. Which is why we are passionate about creating an inclusive workplace that promotes and values diversity and reflects the communities we strive to serve. The greatest work happens as the result of a diverse mix of people working together. So we are working to build a culture where diversity is the norm, not a program.

