



Job Announcement

Position: Administrative Assistant
Supervisor: Executive Director
Hours: Part Time

Organizational Mission:

The mission of Over the Rainbow Children's Advocacy Center ("OTR") is to meet the needs of abused children in the community by providing a community-based, child-focused center that facilitates a compassionate, multidisciplinary approach to the prevention, identification, investigation, prosecution, and treatment of child abuse.

Basic Purpose:

Responsible for general office management of OTR-CAC including administrative, financial, and technical responsibilities.

Primary Responsibilities:

- * Provide clerical support to the Executive Director
- * Sort and distribute mail
- * Responsible for general accounting, including but not limited to payables and receivables
- * Implement office policies and procedures
- * Assist in compiling and generating statistical reports for community analysis
- * Maintain agency mailing lists
- * Assist in collection and compilation of financial, statistical and program data as required by funding sources
- * Serve as primary staff resource for answering telephones and handling visitor protocol; Must be able to answer general questions about our programs and methods
- * Assist with implementation of the Outcome Measurement System
- * Participate in quality improvement activities as assigned, serving as a resource person

- * Respond to calls for information with follow up emails, mailings
- * Greet and assists families in the waiting room
- * Database management: Keeps accurate records of donors, prospective donors, volunteers, and others in the appropriate computer program

Job Requirements and Qualifications:

- * The candidate must provide a ChildLine Child Abuse Clearance, PA State Police background check and Federal Fingerprint screening.
- * High School Diploma with appropriate experience and training in above area; some college level coursework preferred.
- * Strong computer skills (Microsoft word, Excel, and Publisher)
- * Proficient in QuickBooks Accounting software, answering phones, business correspondence and all standard office management practice.

Interpersonal, Intellectual and Physical Requirements

- * Individual should possess good judgement, flexibility, and ability to work as a team member with individuals from a variety of disciplines
- * Ability to work well under pressure, multi-task, balance diverse requirements, and respond quickly to challenges
- * Ability to work efficiently with minimal supervision
- * Bending, stooping, reaching and other movement required. Lifting of office materials (up to 20lbs).

How to apply:

Send cover letter and resume (with 3 references) to Rebecca Voss, Executive Director, Over The Rainbow Children's Advocacy Center, 1461 S. Main Street, Chambersburg, PA 17201 or email to bvoss@overtherainbowcac.org.

Deadline for Applications: August 10th, 2020