



## **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](mailto:bvoss@overtherainbowcac.org).

Deadline for Applications: November 1<sup>st</sup> , 2020