

# **Fort Bend Seniors Meals on Wheels**

## **Administrative Assistant – Volunteer Department**

### **Mission of Fort Bend Seniors Meals on Wheels**

Fort Bend Senior Seniors is committed to helping seniors remain independent by enhancing their quality of life through services and resources.

### **Job Summary**

Though a part-time role (30 hours / week), the Administrative Assistant for the Volunteer Department is a critical role in the support and coordination of volunteers for all of Fort Bend Seniors' programs, and particularly to support the Meals on Wheels program. The position performs under limited supervision and on own initiative, develops, implements, and performs advanced administrative and secretarial duties. Position requires a broad knowledge of organizational practices, policies, and procedures, while also projecting a professional company image through in-person and phone interaction. Duties include general clerical, receptionist, and project-based work. Work may be of a critical or confidential nature. These duties are always performed with the agency mission in mind.

### **Qualifications and Skills**

#### **Minimum Education**

High school diploma or equivalent. Some college or business management preferred plus computer training.

#### **Minimum Skills and Experience:**

- Three years of secretarial experience, including two years of administrative support experience.
- Knowledge of Microsoft Office.
- Excellence in office skills (personal computer, office equipment, telephone etiquette, filing, documentation production, etc.).
- Excellent communication skills-both written and verbal.
- Good people skills and ability to interact productively with a diverse staff and volunteers at all levels.
- Excellent organizational and time management skills, detailed oriented and ability to multi-task a must.
- Ability to act with sound independent judgment at all times.
- Must be a team player; work efficiently with minimal supervision, providing excellent internal and external customer service.
- Valid Texas Driver's license and insurable in the state of Texas.

#### **Essential Duties and Responsibilities**

- Coordinates Volunteer Orientations.
- Processed Volunteer Applications.
- Planned and assigned volunteers to Meals on Wheels (MOW) delivery routes.
- Collaborate with community partners to assign MOW routes when needed.

- Assign all other volunteer opportunities (Telephone Reassurance, Packers, Congregate, One-Time-Meal Delivery) to available volunteers.
- Maintain monthly delivery schedule to ensure routes have proper coverage.
- Coordinates with Waller County Volunteers to ensure monthly coverage.
- Create and modify documents using Microsoft Office.
- Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.
- Maintain hard copy and electronic filing system.
- Learn and become proficient with ServeTracker Data Base.
- Produce a weekly Roll-Forward showing volunteers serving.
- Point of contact with those needing court directed community service hours.
- Support Case Management & Senior Center in assigned project-based work.
- Other duties as assigned.

### **Physical Demands of Job**

The physical demands described here are representative, not all inclusive, of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, and to use hands and fingers to feel objects, tools, or controls. The employee is occasionally required to reach with hands and arms. Climb or balance, stoop, kneel, crouch, or crawl, and talk or hear. The employee must occasionally lift and/or move up to 50 lbs. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Work Environment**

**Main Location:** Fort Bend Seniors' Administrative Office - Rosenberg

While performing the duties of this job, the employee may be needed to be in many different locations in the agency and in the public.

**Equipment Used:** Telephone, Computer, Internet, Printer, Fax Machine, Photocopier, and Postage machine.

**Supervised by:** Rick Branek, Volunteer & Outreach Manager

**Supervises:** None

**Classification:** Part time/non-exempt

***To apply, please email your resume and cover letter to [rick@fortbendseniors.org](mailto:rick@fortbendseniors.org)***

Note: All Fort Bend Seniors Meals on Wheels & Much, Much More staff will make the provision of services to seniors their priority. Service is provided without regard to race, sex, creed, or disability. Staff is expected to work as a team to accomplish the mission and objectives of this agency. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related, or a logical assignment to the position.