Taller de José is a community resource center offering services of accompaniment; we connect people to services and services to people. As a sponsored ministry of the Congregation of St. Joseph, Taller de José exists so that all may be one. Taller de José offers companionship and personal attention to people who have difficulty finding their way in a complex social system. Rather than duplicate existing services, we seek to collaborate with other agencies to make social services more accessible to a population in need. The Office Administrator plays a key role in coordinating staff, welcoming clients, and supervising administrative activities that support the mission of accompaniment.

**Office Administrator**

**General Responsibilities**
- Organizes and maintains front office and reception area
- Maintains confidentiality in all aspects of client, staff and agency information
- Ensures knowledge of staff and client movements in and out of the organization
- Manages Virtus reporting
- Follows protocols set by Administrative Team (ie. Surveys, scheduling of grant partners, daily tasks)

**Receptionist Duties**
- Schedules and maintains appointment calendar to coordinate workflow and meetings
- Answers telephone, screens and directs calls
- Takes and relays messages
- Provides information to callers, dealing with queries from the public and clients
- Ensures appointment reminder calls are made

**Clerical Duties**
- Manages client filing system
- Sorts and distributes incoming correspondence, including faxes and email
- Files bills and deposit records
- Maintains adequate copies of forms and press packets
- General Duties: faxing, mailing, copying

**Office Management Duties**
- Coordinates outgoing mailings (ie: annual appeal, fundraiser invites)
- Maintains office equipment (copier, printer, computer)
- Orders supplies (office, technology, restroom, and janitorial supplies)
- Notifies public of schedule changes (posting signs, voice message, etc.)
- Coordinates administration of client outcome surveys

**Supervision Duties**
- Supervises and trains office volunteers
Miscellaneous Responsibilities

- Attends staff meetings
- Assists with fundraisers
- Enters files into data management system as needed
- Special projects as directed by the Administration Team

Reports to the Executive Director

Position Requirements/Qualifications:

- Bilingual English-Spanish
- Strong organizational skills with excellent attention to detail
- Works efficiently with deadlines
- Must take Virtus training and mandated reporter (on-line) training
- Able to use range of office software (Word, Excel, PowerPoint)

Hours: Monday, Wednesday, Thursday, and Friday (8:30am-5:00pm) Tuesdays (10:30am-7pm)

Please send resumes and inquiries to Anna Mayer, amayer@tallerdejose.org