

CT Alliance of Foster and Adoptive Families, Inc.

TITLE: Administrative Assistant (Bi-Lingual)

SUPERVISION: Reports to Executive Director

Position Description: Provides administrative support to Executive Director, handles receptionist duties and responds to telephone inquiries of prospective foster/adoptive parents.

Qualifications:

- ◆ Exceptional interpersonal, oral/written communications skills;
- ◆ Minimum of 3 years experience as an Administrative Assistant;
- ◆ Must be detail-oriented and adhere to strict time frames;
- ◆ Demonstrated organizational skills;
- ◆ Excellent customer service skills and professional telephone etiquettes;
- ◆ Proficiency in Microsoft WORD, EXCEL and database;
- ◆ Ability to work independently or in team environment;
- ◆ High degree of confidentiality;
- ◆ Positive Child Protective Services check;
- ◆ Criminal History Check;
- ◆ Ability to speak, write and translate English/Spanish;
- ◆ Knowledgeable in operations of general office equipment.

Position Responsibilities:

- ◆ Performs a variety of duties, including typing, filing, answering telephone lines;
- ◆ Transcribes and translates newsletters, brochures, conference materials and general correspondence from English to Spanish, as necessary;
- ◆ Helps with incoming calls for surveys, evaluations or general information for Spanish-speaking families;
- ◆ Handles front desk duties; responsible for office closure, including kitchen; processes DCF monthly open/close reports; maintains calendars for use of conference room;
- ◆ Serves as backup to Kid Hero Line as intake assistant; data entry;
- ◆ Provides administrative support to two Program Directors;
- ◆ Processes and manages Alliance mailings using copier and postage machine;
- ◆ Orders supplies; monitors inventory of office supplies; orders and maintains printed materials, e.g. stationery, brochures, program materials and others as needed;
- ◆ Provides other administrative assistance to CAFAF staff;
- ◆ Performs miscellaneous duties as assigned by Executive Director.