



**The Voice Inc.**

## Administrative Assistant Job Description

**HOURS:** 5 hrs/wk. (Internship/Volunteer – non-stipendiary), 6months - 1year commitment (renewable)

### **PURPOSE OF POSITION:**

The primary function is to serve as an Administrative Assistant for The Voice Inc.

The Voice is a faith-based, 501C3 non-profit organization. We have the mandate of using Christ's principles to help people claim their identity, in all beauty and ashes, by creating safe places of belonging, advocating for social justice and providing basic human needs, for individuals and groups, who have long been alienated, forgotten or silenced, because of their unique differences. In this position, you will provide office services by implementing administrative systems, procedures, and policies, and monitoring administrative projects.

### **JOB DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:**

1. Maintain workflow, studying methods, implementing cost reductions.
2. Developing reporting procedures.
3. Create/revise systems and procedures.
  - a. Analyzing operating practices
  - b. Recordkeeping systems
  - c. Forms control
  - d. Office layout
  - e. Budgetary
  - f. Personnel requirements
4. Develop administrative staff by providing information, educational opportunities, and experiential growth opportunities.
5. Completing preventive maintenance requirements.
  - a. Calling for repairs
  - b. Maintaining equipment inventories
  - c. Evaluating new equipment and techniques
6. Provide information by answering questions and requests.
7. Maintain supply inventory
8. Contribute to team effort by accomplishing related results as needed.

### **QUALIFICATIONS:**

1. Reporting skills
2. Administrative writing
3. Knowledge of Microsoft Office
4. Organizational skills

5. Analyzing information
6. Professionalism
7. Problem solving skills
8. Knowledge of inventory control
9. Strong written, and oral, communication skills

### **Application Process**

Applications should be submitted via email to [thevoicefingerprint@gmail.com](mailto:thevoicefingerprint@gmail.com)

Your application should comprise three elements:

1. A brief cover letter (maximum 1 page),
2. A personal statement outlining how the competencies, experience, and values you would bring to the post would support the mission of The Voice Inc. (2 pages) and
3. Résumé (maximum three pages) and three references (include both employment and character references).