NORTHEAST CONTEMPORARY SERVICES, INC.
JOB POSTING
03/23/20

Position: Administrative Assistant
Location: Roseville, MN
FTE Classification: $15 per hour; part-time (20 hours per week, Monday through Friday during business hours); non-exempt

Since 1967, Northeast Contemporary Services, Inc. (NCSI) has been providing exemplary services for individuals with intellectual and developmental disabilities as they explore and participate in employment and career building, educational and independent living skills, and retirement opportunities. NCSI’s mission is to inspire and cultivate self-sufficiency in people with disabilities through expanding individual choices for fulfillment and improved quality of life. NCSI provides the following services: Day Support, Employment, Prevocational, Retirement, and Transportation.

GENERAL DESCRIPTION:
Responsible for supporting leadership and staff through a variety of functions that help ensure effective day-to-day operations. The position will function with internal and external teams to ensure that positive relationships are maintained, resulting in optimal outcomes for the individuals served.

ESSENTIAL POSITION FUNCTIONS:
1. Provide customer service and support to internal and external constituents over the phone, electronically, and in person.
2. Work with and/or coordinate the completion of any outsourced functions with the applicable vendor (accounting, payroll, billing, technology, cleaning, etc.).
3. Maintain a variety of databases, records, file systems and documentation as per established procedures, guidelines and timelines.
4. Follow all applicable data privacy and data security policies and procedures, along with any other grant, federal, state or local requirements.
5. Monitor condition, cleanliness, and safety of facilities; arrange for the maintenance, repair, and/or purchase of agency office, building, and program equipment and supplies.
6. Provide assistance with hiring and onboarding new staff, including job postings, applicant screenings, orientation, training schedules, and benefits enrollment.
7. Create or update forms, spreadsheets, client referral and intake packets, etc. Tabulate and maintain survey and other data.
8. Maintain a record of all revenue received and code appropriately; prepare and make bank deposits.
9. Manage petty cash, and provide oversight and documentation of petty cash expenditures and expense reimbursements.
10. Reconcile employee timesheets, time off records, and payroll deductions.
11. Assist in preparing and submitting required reports, audits and other filings (federal, state and local), as needed.
12. Serve on the staff OSHA Safety Committee and special event planning committees.
13. Other duties as assigned.

POSITION REQUIREMENTS:
1. Associate’s degree from an accredited institution.
2. Three years of professional Administrative Assistant work experience, preferably in a human services or nonprofit setting.
3. Computer savvy with advanced knowledge of Microsoft Office (Word, Excel, Outlook, Explorer, etc.); familiarity with and ability to troubleshoot office equipment.
4. Excellent verbal and written communication skills.
5. Excellent organizational and time management skills.
6. Excellent inter-personal skills and ability to effectively and respectfully communicate and interact with people of various cultural, educational and/or socio-economic backgrounds.
7. Ability to juggle multiple projects with superb accuracy and despite frequent interruptions.
8. Top-notch customer service, relationship, and problem-solving skills.
9. Ability to maintain strict confidentiality.
10. Ability and willingness to perform responsibilities independently and without direct supervision.
11. Ability and willingness to perform tasks requiring wide ranging general and physical demands in varying environmental conditions.
12. Must pass a background check, conducted by the Minnesota Department of Human Services, permitting direct contact with clients receiving services.
13. Ability and willingness to work a varied schedule as needed.

Open until filled. Qualified candidates should send a cover letter and resume to the following email address: jennifer.freeburg@northeastcontemporaryservices.org. No phone calls please.

NCSI offers exceptional benefits, a business casual environment, and free parking.

“An Interested Party will be considered an applicant only after the individual has complied with the application process and has indicated the specific position for which they are applying.”

NCSI is an equal opportunity employer.