



Job Description: Full time Administrative Assistant

Compensation: \$15/hr.

Schedule: 40 hours per week.

Reports to: Executive Director

The mission of Brazos Bend Guardianship Services is to assist disabled and incapacitated adults and their families with legal guardianship, money management and adult guardianship education

Purpose: To support day-to-day operations of a small non-profit agency

Status: Non-exempt, 40 hours a week.

Essential Functions

1. ADMINISTRATIVE SUPPORT

This position is responsible for providing general administrative support as needed, including but not limited to:

- Support Care Managers by scanning and uploading documents to designated file storage such as TEAMS, following up with providers to obtain required quarterly financial statements and medication sheets, uploading required documents to client files in web-based case management system, assist Care Managers in monitoring deadlines for required report and helping Care Managers prepare for annual program audits.
- Assist Executive Director in preparing for Board of Directors meetings by e-mailing and printing board packets
- Scan and upload agency documents such as Agendas and Board Minutes to the online file storage
- Perform general administrative support
- Other duties as assigned

2. PROGRAMS AND SERVICES

- Assist with Guardianship Financial Assistance Program sending out applications and maintaining files
- Assist with Guardianship Information Sessions by keeping track of registrations and sending out Info. Session Packets
- Assist with Guardianship Program by creating and maintaining client files and client purge files.

3. COMMUNICATIONS

- Assist with electronic newsletters by helping proofread for errors
- Send donation receipt letters to donors
- Answer agency phone

Qualifications:

- Minimum 2 years related experience; nonprofit experience a plus
- Proficiency with Microsoft Teams, spreadsheets, online file storage and client databases
- Strong attention to detail and ability to work as a team member with minimal supervision
- Solid written and oral communication skills and excellent phone manner
- Ability to develop effective work plans, organize details, set priorities and meet deadlines
- Personable and patient
- Comfortable with
- Interest in and commitment to BBGS mission is helpful
- HS diploma or GED

*Signature of potential job candidate

Date

*Your signature is confirming receipt of and understanding of the presented job description