



1050 W. 500 S. | Salt Lake City, UT 84104 | www.nhutah.org

Position description: Administrative Assistant
Reports to: Children's Program Director
Term: Full-time
Compensation: \$12-\$14/hour, DOE
Benefits: Health, Vision, Dental, Discount Child-Care, Lunch provided daily
Closes: Until filled

Overview: Neighborhood House Administrative Assistant is the main point of contact for the organization. This person plays a vital role in presenting a positive and helpful presence to all stakeholders, assisting in vital administrative tasks, upkeep of client files, collecting and entering data into systems, entering database information and tracking of statistics.

Primary Responsibilities:

- Serve as the primary point of contact for the organization
- Take and apply clients payments
- Responsible for all paperwork for intakes, withdrawals and daily attendance
- Responsible to maintain all clients and family files complete and up to date
- Track and monitor various program reports such as, CACFP, USIIS, Food Bank, Attendance, Demographics and other statistical reports, etc.
- Determine client fees based on Sliding fee scale and present to clients
- Assume responsibility for maintenance of office equipment, including computers, copy machines and fax machines
- Maintain office supplies by checking inventory and order items
- Respond to all questions and requests for information
- Answer incoming calls and assume other receptionist duties
- Provide Spanish translation services, written and verbal, as needed for organizational communication

Qualifications:

- Proficiency in MS Office with expertise in Microsoft Word, Outlook and Excel
- Ability to analyze and revise operating practices to improve efficiency
- Detail oriented and comfortable working in a fast-paced office environment
- Exceptional written and verbal communication skills in both English and Spanish
- Superior organization skills and dedication to completing projects in a timely manner
- Strong analytic skills, attention to detail and a commitment to excellence.
- Energetic personality with commitment to effective communication across diverse populations.
- Ability to provide excellent customer service in person and on the phone.
- Must be able to pass a background check.

How to Apply: Candidates who match the above requirements should submit cover letter, resume, and three references to cdcadmin@nhutah.org. No phone calls or faxes please.