



Job Description

POSITION: Office Administrator

HOURS: 20-30 hours per week (25 hours per week standard schedule)

Position Summary

Reporting directly to the Executive Director, the Office Administrator is responsible for a variety of day-to-day administrative tasks such as answering the telephone, greeting visitors, keeping the office clean, updating financial records, minute taking, taking inventories and making stationery orders. The Office Administrator is responsible for independent project management, organizing meetings, and for providing administrative and technical support to the SPARK staff. The Administrator provides general administrative assistance to the Executive Director and works comprehensively across SPARK programs.

The position also coordinates a broad range of event logistics and overall administrative management for the department. The Office Administrator must be able to effectively manage competing demands by proactively yet sensitively gathering information and then building strong systems and practices to prioritize, organize, and carry out those tasks to develop and put in place strong planning and management systems for budgeting, contracts, expense reporting, program initiatives and similar activities.

Responsibilities

HR & Personnel

- Coordinate activities of staff
- Interview job applicants
- Train new hires with preliminary work information
- Conduct orientation of programs for new employees
- Manage staff schedules
- Determine leave entitlements
- Be involved in staff training and development, preparation of job descriptions, staff assessments and promotions
- Provide personal and professional support to directors

Financials & Budget

- Prepare annual estimates of expenditure, maintain budgetary and inventory controls and make recommendations to management
- Maintain management information systems (manual or computerized)
- Locate suitable business premises and negotiate reasonable leasing agreements
- Provide and maintain business premises and other facilities, including office machinery and equipment
- Assist Executive Director or accountant in payroll services by providing attendance information
- Create periodic reports for the Executive Director
- Assist the Executive Director in accounting procedures
- Manage petty cash of office
- Coordinating the purchase and maintenance of office equipment
- Coordinating with building maintenance staff and service vendors
- Other responsibilities, as assigned

SPARK Reproductive Justice NOW

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Development

- Maintain grant-tracking spreadsheet and assist with the preparation of grant packets.
- Other responsibilities, as assigned

Project Management

- Maintain the volunteer program, coordinate volunteer events, and maintain volunteer database
- Assisting with development and coordination of project, program and initiatives
- Other responsibilities, as assigned

Administrative

- Serving as the primary receptionist (answering and directing incoming calls and greeting, directing, and assisting visitors)
- Greet visitors and provide information as requested
- Coordinating incoming and outgoing mail, packages, and deliveries
- Maintaining office records, including records of all office expenses
- Stocking and distributing office supplies
- Making photocopies, sending faxes, shredding documents
- Coordinate and plan meetings and corporate events
- Create and maintain liaison with external agencies and suppliers/vendors
- Type and distribute letters and correspondence
- Manage files and record systems
- Organize staff meetings and executive calendars
- Oversee custodial staff in order to ensure proper cleanliness and sanitization of the premises
- Participate in staff meetings, strategic planning, organizational meetings and other SPARK events.
- Help maintain a welcoming environment and office culture at SPARK
- Maintain and troubleshoot office communications systems and equipment (internet, printers, computers and other IT matters)
- Help with administrative duties (answer phones, support mailings, help clean office, take out trash etc.)
- Collect and store data per office protocol
- Other responsibilities, as assigned

Office Administrator Job Skills

- Excellent oral and written communication skills
- Detail oriented and works with a high degree of accuracy
- Highly organized and flexible
- Ability to multitask and meet changing deadlines
- Must be self directed and able to complete projects with limited supervision
- Maintains staff confidentiality
- Working knowledge of email, scheduling, spreadsheets and presentation software



Office Administrator Job Requirements

- 2 years or more related experience
- Some Human Resources experience
- Some Budgeting experience
- Some Database Management experience
- Some Project Management experience
- Minimum: Associates Degree
- Preferred: Associates Degree or Higher
- Experience with online campaigns using email and social media;
- Commitment to reproductive justice.

Employee Signature

Date

Supervisor's Signature

Date