



# Southwest Center for Independence

## Administrative Clerk

### PART- TIME, NON-EXEMPT

**Position description:** Provide administrative support to ensure efficient operation of the office. Perform a variety of administrative and clerical tasks in a timely and efficient manner.

#### **Major responsibilities:**

- Perform data entry and scan documents
- Manage calendars for events and rooms
- Manage specific aspects of website using Word Press
- Perform advertising and marketing duties as assigned
- Sort and distribute incoming and outgoing mail
- Compile and maintain records and filing systems
- Plan, coordinate and record all SWCI events
- Perform fundraising duties as assigned
- Update community calendar of events and explore SWCI opportunities
- Coordinate volunteers as needed
- Work with Financial Director and Operations Manager as directed

#### **Qualifications**

- Must be available to work in the office twenty hours per week
- Proficient in the use of Microsoft Office Suite
- Strong communication skills, both written and verbal
- Experience in event planning, marketing, and fundraising preferred
- Ability to organize, multitask, prioritize and work under pressure
- Excellent time management skills
- High School Diploma or equivalent

*This job description in no way states or implies that these are the only duties to be performed in this position. You will be required to follow any other instructions and to perform any other duties requested by a supervisor.*

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

#### **Job Requirements**

**Physical Requirements:**

<b>Check if essential to perform the job:</b>	
<input checked="" type="checkbox"/>	Sit or Stand (stationary position)
<input checked="" type="checkbox"/>	Walk (move or traverse)
<input checked="" type="checkbox"/>	Climb ( stairs or ladders) or balance (ascend/descend, work atop, traverse)
<input checked="" type="checkbox"/>	Stoop, kneel, crouch, or crawl ( position self, move)
<input checked="" type="checkbox"/>	Pushing or pulling
<input checked="" type="checkbox"/>	Reaching
<input checked="" type="checkbox"/>	Repetitive motion

**Lifting Requirements:**

<b>Check if essential to perform the job:</b>	
<input checked="" type="checkbox"/>	<b>Sedentary Work</b> —Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.
<input type="checkbox"/>	<b>Light work</b> —Exerting up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg control requires exertion of forces greater than that.
<input type="checkbox"/>	<b>Medium Work</b> —Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	<b>Heavy Work</b> —Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	<b>Very Heavy Work</b> —Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.

**Equipment and Tools:**

<b>Check if use is essential to perform the job:</b>	
<input checked="" type="checkbox"/>	<b>Technology</b> —Use of computers, Microsoft Suite, and/or external databases, printers, fax, email, and/or smart phones, and/or smart television technology
<input checked="" type="checkbox"/>	<b>Company Vehicle</b> —Use of staff vehicle and/or SWR vehicle
<input checked="" type="checkbox"/>	<b>Reliable Transportation</b> —Use of reliable transportation
<input type="checkbox"/>	<b>Other (list)</b> —

Print name: \_\_\_\_\_

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