

Administrative Assistant – Children’s Services

****This position is hybrid and part-time (30 hours/week). ****

Position: In this role, you will provide administrative support to our programs that offer services to children: Gateways Autism Center (GAC), Intake, and Family Support.

ESSENTIAL JOB FUNCTIONS:

- Maintain the Agency “Harmony” database as it pertains to Family Support, Intake, and GAC client information demographics, services agreements, and documentation.
- Support staff with electronic document management in our DocuPhase software
- Prepare and send various mailings, information packets and flyers for meetings, workshops, surveys, etc. through email, and hard copy.
- Generate monthly productivity reports from data system.
- Complete the initial inquiry and referral process for intake for the organization.
- Respond to requests from individuals and other agencies for information regarding eligibility and services.
- Assist as an intermediary between the Children’s Pyramid and Gateways’ customer service internally and direct contact with families served.
- Assist with reporting and data management as needed.
- Support coverage of the front desk reception as needed.

QUALIFICATIONS:

- High School Diploma or GED; Associate degree or college level coursework preferred.
- Minimum 2-3 years general administrative experience.
- Strong organizational and communication skills.
- Excellent working knowledge of software programs i.e., Word, Excel, Access, and PowerPoint.
- Ability to quickly learn and support new applications and work in a fast-paced environment.
- Possess reliable cell phone and internet access to provide support to team from a remote (non-Gateways) location.