



Duet | Service Area Administrative Assistant

Position Description

Last Updated:	February 17, 2017
Title:	Service Area Administrative Assistant
Supervisor:	Director of Caregiver Services and Director of Kinship Care Services
Position Description & Scope of Work:	The <i>Service Area Administrative Assistant</i> is a 26 hour, physically active position focusing on supporting Duet's Kinship Care and Family Caregiver Services. This position will assist with workshop and activity planning/ set-up, volunteer coordination, clerical duties, as well as data entry and reporting for two of Duet's service areas. As with all Duet staff, this position strives at every opportunity to promote overall organizational goals and values.
Key Skills Requirements and Responsibilities:	<ol style="list-style-type: none"> 1. Planning conferences, workshops, education programs, and support groups, in partnership with service directors. 2. Attend workshops and activities to assist with registration, evaluations, room preparation and set-up, and other support. 3. Take the lead on maintaining the calendar and web pages pertaining to caregiver and kinship care services. 4. Perform a variety of clerical duties, such as communications, photocopying, filing, ordering supplies, creating signs and surveys, and reviewing mail. 5. Enter identified information into each service area's Raiser's Edge database and assist in keeping data current. 6. Generate information/reports from Raiser's Edge and Survey Monkey as needed. 7. Coordinate internal volunteers. 8. Provide software support to service directors and their direct reports. 9. Attend the Advisory Committee meetings and take minutes. 10. Occasional driving is required to events and purchase of supplies. 11. Discuss the basics of Duet's services with those seeking information. 12. Take part in staff and regularly scheduled team meetings. 13. Help carry out Duet events such as conferences and fundraisers, and service activities when assistance is requested. 14. Carry out additional duties/initiatives as assigned.
Highest Priority Personal Attributes	<ul style="list-style-type: none"> • Ability to manage time well. • Has initiative and is resourceful, detail-oriented, organized, a team player, and able to handle many projects concurrently. • Commitment to Duet's mission and sensitivity to diverse faith backgrounds.

Qualifications:	<ul style="list-style-type: none"> ▪ Experience utilizing computers; proficient in Word and Excel. ▪ Familiarity with Raiser's Edge, PowerPoint and InDesign a plus. ▪ Proficient typist with excellent working knowledge of grammar, spelling, layout and punctuation. ▪ Post secondary education preferred. ▪ Office experience preferred. ▪ Able to lift 30 lbs.
Benefits:	<ul style="list-style-type: none"> ▪ Flexible work environment with vacation, sick, personal, and holiday time.
About Duet:	<p>Duet's mission is to <i>promote health and well-being through a broad range of services to homebound adults, caregivers, faith communities, and grandparents raising grandchildren.</i></p> <p>We believe that no one should have to face life's challenges alone. From getting groceries and rides to doctor appointments, to health promotion activities and support groups, Duet's one-on-one services bring the ability to carry on.</p> <p>We offer compassionate help and the promise of a more hopeful future.</p>
Work Environment:	<p>The Duet offices are a warm, welcoming environment. The office layout is open, encouraging professional and social interaction between employees. Duet staff, board and volunteers are passionate about Duet's mission and improving the lives of older adults. Staff members are sincere and supportive. It's a nice place to work!</p>
Work Location:	<p>555 W. Glendale Avenue Phoenix AZ 85021</p>
To Apply:	<p>Please send cover letter and resume to:</p> <p>Julie Blake Duet 555 W. Glendale Ave. Phoenix, AZ 85021</p> <p>Fax: 602-274-6793</p> <p>or email: blake@duetaz.org</p>