NOW HIRING: Office Assistant, Part-time
Applications accepted until August 22, 2022

The Office Assistant ensures that all visitors and callers are greeted warmly and professionally. The Office Assistant is the first individual many clients and visitors will see and therefore is the face of the agency when someone walks through the door. The Office Assistant will also be responsible for helping maintain a well organized office and assist JustDane staff, as needed.

Responsibilities

- Greet and welcome all visitors/clients who come to the JustDane offices.
- Notify program staff about visitors/clients and direct them to correct office destination;
- Answer incoming phone calls in a clear and welcoming manner;
- Screen callers and direct callers to staff;
- Place callers into voicemail or take and relay message to appropriate staff;
- Take all messages off of the general voice mailbox each morning;
- Answer questions from the public and clients;
- Refer callers to program staff if they have questions the Office Assistant cannot answer;
- Keep daily information about staff movement in and out of the JustDane office (that is, be able to inform JustDane staff, the public and clients about the schedules of JustDane staff and volunteers);
- Record reentry clients in a daily log;
- File all log activities
- Assist with organization and inventory of office supplies;
- Get mail, date stamp all mail, review to ensure that mail is intended for JustDane;
- Open and sort all JustDane mail, make copies of and log in any checks received in mail;
- Give the checks and copy to the Office Manager.
- Assist program staff with photocopying and document preparation as directed;
- Collect, date stamp, sort and route incoming mail as directed;
- Prepare form letters and correspondence to clients as directed
- Keep a log of correspondence as directed;
- Assist program staff to prepare materials for JustDane workshops, public events and programs;
- Attend JustDane events as directed;
- Assist with set up of rooms before JustDane events (arrange registration materials, handouts, food and beverage service, directional signs, etc.) as directed;
- At JustDane events, greet participants and help with registration table;
- During JustDane events be attentive and assist program staff so the events run smoothly;
After events, assist with clean-up of food and beverage service;
After events, assist to collect handouts and workshop materials for future use
Record donor information in donor database as directed
Maintain, order, accept and put away office supplies
Other duties as assigned by supervisor

Requirements

• Professional manner and personal presentation;
• Welcoming and friendly demeanor;
• Cultural competency to deal with people of very different backgrounds
• Understand and respect the importance of confidentiality
• Ability to make photocopies, scan documents and send emails;
• Ability to operate agency phone system;
• Ability to lift up to ten pounds and to assist with stocking supply shelves
• Ability to welcome professionals, members of the public, and clients under stress;
• Ability to work within deadlines;
• Willingness to adjust workday schedule to accommodate agency scheduling needs.
• Working knowledge of office equipment
• Willingness to learn new tasks
• Excellent organizational and time management skills
• Excellent written and verbal communication skills
• Proficiency in MS Office, Google Documents, gmail and willingness to learn new software/platforms.

Starting wage: $16.00 per hour.
Hours: Wednesdays and Thursday, 8:30am to 5:00pm
Location: JustDane, 2115 S. Park St., Madison, WI 53713
Number of hours per week: 15-20 per week
Type of Employment: Part-time with partial benefits
Benefits include: Employee contributed 401K plan and Flex plan available. Paid vacation, sick and holiday time.

Please send a resume and cover letter to jean@justdane.org by August 22, 2022 or mail to JustDane, 2115 S. Park St., Madison, WI 53713, Attn: Jean.

JustDane is an Equal Opportunity/Affirmative Action Employer.