



Job Title: Administrative Assistant

The Administrative Assistant reports directly to the Executive Director and is responsible for administrative support for Push to Walk's overall office operations. The Executive Assistant assists with general administrative duties relevant to advancing Push to Walk's mission.

Roles and Responsibilities:

- Responsible for the overall creation and daily updates of PTW clients, trainers, and aides' schedules.
- Process all new client inquiries, send applications, and process new client applications.
- Manage scholarship applications and send them to the committee for review. Work with bookkeeper to write award letters.
- Handle incoming/outgoing mail, taking incoming calls and messages and if necessary, communicating with appropriate staff members.
- Communicate with various vendors, research appropriate information, prices and delivery options and order supplies.
- Address client concerns at the first level and connect that client with the appropriate person if necessary.
- Assist with events, internal and external staff meetings as needed.
- Attend and participate in monthly staff meetings.
- Support Push to Walk's overall fundraising and outreach plans by periodically attending tradeshow and events.
- Quarterly check-ins and annual performance review with Executive Director.
- Communicate regularly and professionally with all staff members and clients.
- Act in a professional, courteous, and friendly manner

Knowledge, Skills, and Abilities: The ideal candidate will have strong writing and communication skills and will be self-motivated and task oriented. The employee will handle delegated assignments with minimal direction and be highly proficient in Microsoft Office and Excel as an essential requirement of the position. This employee must be capable of working independently or as part of a team, have good time management skills, and can prioritize and shift easily from one task to another to meet deadlines.

The above is intended to provide a general description of requirements for the performance of this job. Therefore, it is not an exhaustive statement of duties, requirements, and responsibilities of the aforementioned job title. The employee must be able to report to work capable of doing the job with or without reasonable accommodation.