



POSITION TITLE: Administrative Assistant I (Bilingual/ Spanish) Preferred

REPORTS TO: Chief Operations Officer

FLSA STATUS: Full Time Non-Exempt

JOB TYPE: In Person

SALARY: \$20.00 - \$22.00 per hour

POSITION SUMMARY:

The Office/Administrative Coordinator supports the day-to-day functioning of the St Mary's Community Services (SMCS) Administration Office and provides reliable administrative support to staff. This position helps maintain an organized, professional, and welcoming office environment while serving as a resource for routine office needs.

Why St. Mary's Community Services?

- Mission-Driven Leadership – Be at the heart of an organization dedicated to serving the most vulnerable.
- Strategic Influence – Shape policies and initiatives that uplift lives and drive systemic change.
- Collaborative Environment – Work alongside a passionate team, community partners, and dedicated stakeholders.
- Sustainable Impact – Lead an organization committed to long-term solutions for housing, healthcare, and social support.



Key Responsibilities

Office Operations

- Assist with daily office operations and routine administrative needs.
- Receive, sort, and distribute incoming and outgoing mail.
- Receive and distribute packages, deliveries, and other materials.
- Monitor and restock office supplies, including paper, toner, and commonly used materials.
- Maintain organized and professional shared office and kitchen areas.
- Maintain flyers, forms, and informational materials throughout the office.
- Assist with campus signage and informational displays.
- Maintain working knowledge of office equipment and assist with basic use and troubleshooting.

Administrative Support

- Serve as a resource for staff with routine office questions and direct employees to the appropriate department or individual when needed.
- Distribute organization-wide materials and staff communications assigned.
- Assist departments with general administrative needs that are organization-wide or do not fall under a specific department.
- Assist with maintaining agency calendars and coordinating routine meeting logistics as assigned.

Meeting & Office Space Support

- Maintain meeting rooms and ensure they are available and ready for use.
- Welcome and direct visitors, vendors, contractors, donors, stakeholders, and other guests.

Communication

- Provide backup phone coverage when needed; primary phone responsibilities remain with the appropriate department.

Other

- May occasionally drive to pick up supplies, transport documents, or complete other organizational errands.
- Perform other duties as assigned.



Physical & Mental Requirements

Mobility: Frequent walking and standing for extended periods; frequent pushing, pulling, bending, squatting, climbing, and operation of power equipment.

Lifting: Frequent lifting up to 15 lbs.; occasional lifting of 5–50 lbs.

Visual: Constant use of close and distance vision for reading, repairs, and equipment operation; moderate hand-eye coordination; occasional depth perception and peripheral vision.

Hearing/Talking: Frequent ability to hear and communicate clearly in person and via phone or radio.

Emotional/Psychological: Ability to maintain focus, make decisions, and interact with the public; occasional exposure to emotionally challenging situations related to trauma, grief, or loss.

Environmental: Frequent indoor work.

What You Bring:

Education & Experience

- Highschool diploma or equivalent
- 1–2 years of administrative, office, customer service, or related experience preferred.
- Previous experience working in a professional office environment preferred.
- Experience using Microsoft Office and common office equipment preferred.

Knowledge, Skills and Abilities

- Knowledge of general office procedures and administrative practices.
- Strong organizational and time-management skills.
- Ability to prioritize and manage multiple tasks effectively.
- Strong verbal and written communication skills.
- Strong customer service and interpersonal skills.
- Ability to communicate professionally with staff, visitors, vendors, and community members.
- Ability to use Microsoft Office programs and standard office equipment.
- Ability to work independently and as part of a team.
- Strong attention to detail and ability to maintain accurate and organized records.
- Ability to exercise good judgment, maintain confidentiality, and adapt to changing priorities.



Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Vision Insurance
- Paid time off

SMCS is an Equal Opportunity Employer. We are committed to creating a diverse and inclusive workplace that values and respects all individuals. Employment decisions are based on merit, qualifications, and business needs, without regard to race, color, religion, creed, national origin, ancestry, age, disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, sexual orientation, military or veteran status, or any other status protected by applicable federal, state, or local laws.