

# Safe+Sound Somerset

## Job Description

**Position Title:** Administrative and Program Associate

**Reports to:** Executive Director

### Job Summary

The Administrative & Program Associate is responsible for providing executive administrative support to the Executive Director; general office management, public grant administration, meeting and project support and supervision of volunteers as needed. We are looking for an individual who has strong organizational skills and works well as a member of a team. The ability to multi-task, while maintaining complex tasks and managing administrative support, is essential in this position. The ideal candidate for this position is resourceful, a good problem solver, an excellent communicator, can operate with confidential discretion and has a passion for the mission of Safe + Sound Somerset.

### Major Responsibilities

#### 1. Executive Support

- Coordinate executive communications, including taking calls, responding to emails and interfacing with donors, clients and community leaders
- Prepare internal and external organizational documents for Board and team members, industry and community partners.
- Schedule meetings and appointments and manage itineraries
- Support donor and staff internal and off-site events such as team meetings, staff and volunteer appreciation events, special events, etc.
- Maintain an organized filing system of paper and electronic documents
- Uphold a strict level of confidentiality
- Develop and sustain a level of professionalism among staff and clientele

#### 2. Grants Administration

- Responsible for conducting the full range of activities required to support application and submission of public funding requests.
- Manage grant portfolio to monitor reporting and renewal timelines.
- Coordinate administrative preparation of quarterly financial and statistical reports to funders and public agencies.
- Utilize online and data management tools to collect manage and report data quarterly.
- Maintain public grant files and archives.

#### 3. Office Operations

- Implement and monitor programs as directed by management, and see the programs through to completion

- Generate memos, emails and reports when appropriate
- Assume responsibility for maintenance of office equipment, including computers, copy machines and fax machines
- Maintain office supplies by checking inventory and order items
- Respond to questions and requests for information
- Answer incoming calls and assume other receptionist duties as needed

**4. Fund Development**

- Participates in fund development efforts as needed or assigned.
- Coordinates with internal development team to develop projects, needed in connection with funding opportunities, which projects shall be subject to the approval of the Executive Director.

**5. Other**

- Other duties as assigned to ensure the continuation of organizational programs and services.
- Must complete 40 hour Domestic Violence Training within first year of employment

**Qualifications**

Employability Skill Requirements

- Self-motivated, with ability to independently and part of a multidisciplinary team.
- Strong organizational, interpersonal, analytical and communication skills.
- Able to interface effectively and comfortably with C-suite executives, volunteers and community leaders.
- Valid New Jersey driver’s license.
- Availability to work a flexible schedule, which may include evening and occasional weekend hours.

**Educational and Experience Requirements**

- A minimum of 3 years administrative experience required.
- Associate’s Degree or technical./administrative school certificate preferred.
- Experience with grants administration or managing projects preferred.
- Excellent oral and written communication skills.
- Excellent organizational skills.
- Strong attention to detail.
- Ability to learn multiple data management and application systems.
- Proficiency in Microsoft Office Suite

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Employee Signature

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Date

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Supervisor Signature

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Date