



FUNCTIONAL AREA:	Administration
POSITION TITLE:	Office Associate
STATUS:	Non-exempt
REPORTING SUPERVISOR:	Executive Director/Human Resources Director
POSITION(S) SUPERVISED:	n/a
ORIGINAL EFFECTIVE DATE:	8/20/13
LAST REVISION DATE:	10/9/14

SUMMARY OF POSITION:

The Office Associate is responsible for prioritizing and managing multiple administrative and office projects simultaneously and operating with excellent organization and flexibility.

DESCRIPTION OF DUTIES:

Key responsibilities include but are not limited to:

General Administration

- Manage general telephone mailbox and emails and return messages within a timely manner.
- Prepare memos and other documents regarding events, special projects, building maintenance and other areas as requested.
- Manage supply ordering using MCCA protocol.
- Prepare materials for meetings, as needed (i.e. Board or Leadership Meetings)
- Attend meetings, take minutes, and obtain appropriate approval and distribute, as needed (i.e. Board or Leadership Meetings). Occasionally meetings take place in the evenings.
- Maintain computers, printers, faxes, copiers and other office equipment and arrange for service if necessary.
- Sort and distribute mail to the appropriate person.
- Provide support to Administrative Directors and programs, to include but not limited to, photocopying documents, laminating, processing expense requests and contracts, etc. Manage electronic file system, as needed.
- Notarize documents for Main Administrative Office and Centers.
- Maintain a Master MCCA Outlook Calendar
- Act as liaison between Building Management and the Administrative Office to address facility issues
- Run errands, as needed (i.e. Food Vendors, Staples, Post Office)

Event Administration

- Schedule a variety of meetings, events, tours and various other activities, as requested.
- Make arrangements for furniture and additional items for various events and set up the meeting space.
- Make arrangements to provide food for meetings (i.e. Board or Leadership Meetings), and other events, as requested.

Center/Program Administration

- Provide needed communication to vendors regarding facility issues and Association needs.
- Update email Director and Office Contact distribution lists. Make copies and fax documents, as requested.
- Maintain an organized professional office environment.

Performs other duties as assigned.

QUALIFICATIONS (Education & Experience):

- Possess an Associate's degree in Business Administration or related field
- Minimum two years of direct office administrative experience.
- Prior experience with phone systems.
- Demonstrated proficiency with Microsoft Office Suite and strong typing skills.

COMPETENCIES (Knowledge, Skills & Abilities):

- Ability to professionally interact with, by demonstrating the use of good judgment and positive welcoming demeanor.
- Respectfulness of culture, language and diversity.
- Ability to manage stressful situations in a calm effective manner.
- Proficiency with computer, printers, faxes, copiers and other office equipment.
- Efficient in establishing priorities, and managing workload while taking initiative.
- Flexible, resourceful, and accurate in a fast-paced environment.
- Team oriented and willingness to assist where/when needed.
- Ability to develop and maintain files with a high degree of confidentiality.
- Excellent attention to detail and organizational skills.
- Ability to provide and accept feedback for professional growth.
- Solid verbal and written communication skills with the ability to demonstrate these skills in both face-to-face and electronic formats including, but not limited to telephone and email systems.
- Ability to become a Notary Public.
- Own transportation required

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