



Help At Your Door's mission is to help seniors and individuals with physical disabilities in the seven-county Minneapolis-St. Paul metropolitan area to maintain their independence and continue living in their homes.

POSITION TITLE: **Administrative Assistant**

STATUS: Full-time

REPORTS TO: Executive Director

### POSITION SUMMARY

The primary function of this position is to provide support for the administrative activity in an effective and efficient manner to support seniors and people with disabilities.

### POSITION RESPONSIBILITIES

- Handling incoming and outgoing communications
- Maintaining database systems
- Produce Power Point Presentations
- Processing and filing materials
- Calendar management
- Expense reporting
- Helping with Event Planning
- Assist with business invoicing

### QUALIFICATIONS

- Strong technology and Internet skills required
- Ability to multi-task, with strong organization skills and attention to detail
- Excellent interpersonal skills
- Ability to work with internal management and staff, outside clients and donors
- Sensitivity to confidential matters