



## Job Description

**Position Title:** Administrative Assistant  
**Reports to:** Finance and Grants Manager  
**Status:** Half-Time (0.5 FTE)  
**Location:** 300 North 3<sup>rd</sup> Street, Suite 212, Wausau, Wisconsin

### **About ECDC MCC-WI and Refugee Resettlement:**

The ECDC Multicultural Community Center-Wisconsin (MCC-WI) is a local branch office of the Ethiopian Community Development Council Inc. (ECDC). ECDC is one of ten national resettlement agencies authorized by the Department of State to resettle refugees. The mission of ECDC and its local offices is to empower refugees and immigrants to lead a life of dignity and to become integrated, self-sufficient members of U.S. society.

The Administrative Assistant serves as the front-desk person, helping everyone who enters our office find the assistance they need and helping the Finance and Grants Manager with records management and data entry. The successful candidate is someone committed to ECDC's mission, is comfortable working with a diverse population learning U.S. English, and enjoys the work of welcoming people. This position also requires the ability to work Monday through Friday on a half-time basis.

### **Key Responsibilities**

- Provides administrative support to ensure efficient office operations.
- Answers phone calls and directs callers to appropriate personnel, helps schedule appointments as needed, signs for incoming packages, and assists clients and other visitors.
- Responds to emails and other digital queries and correspondence.
- Inputs and updates information in databases and spreadsheets as assigned by supervisor.
- Uses word processing and presentation software to create and edit documents.
- Operates and maintains office equipment, including printers and copiers.
- Works with maintenance staff and outside vendors to ensure office equipment is in good working order and office supplies are always on hand.
- Works closely with other administrative staff and supports other colleagues as needed.
- Works with sensitive information with discretion to maintain confidentiality and security and ensure compliance with privacy policies and regulations.
- Presents a positive and professional image for the organization.
- Performs other tasks as assigned by supervisor.

**Education, Experience, Knowledge, Skills and Abilities:**

- High school diploma or equivalent.
- Highly organized, accurate, detail-oriented, and with extensive documentation skills.
- Strong written or verbal communication skills.
- Self-directed, motivated, and able to handle multiple projects simultaneously.
- Cross cultural sensitivity with the ability and desire to work with people of other cultures.
- Punctuality for work, appointments and report dates.
- Must work well in a team setting.
- Ability to work Monday through Friday for four consecutive hours per day.
- Computer skills: Word, Excel, Internet, Gmail, Outlook. Comfortable in utilizing new programs and databases.

**Licenses/Certifications:** valid driver's license and good driving record required; national background check; and proof of eligibility to work in the United States.

**Physical Demands**

- Moderate physical activity, which includes standing, sitting, lifting and/or walking.
- Ability to see within normal parameters.
- Ability to hear within normal parameters.
- Requires regional travel to meetings.
- Ability to maintain emotional control under stress.

**Environmental Factors:** Work is primarily indoors in a climate-controlled building.

**Contact with Others:** Position involves frequent contact with community members and ECDC staff; regular contact with resettlement network affiliates, local, state, and federal government agency employees, and private sector organizations.

**Other Information:** All employees are expected to comply with ECDC's employment policies while carrying out their work. The range of responsibilities outlined above may change from time to time to reflect the changing needs of the organization.

**Confidentiality:** All employees are required to work in a confidential manner in all aspects of their work.

**Proof of Eligibility to Work in the United States:** All employees must submit proof of identity and their legal authorization to work in the United States. (If a prospective employee fails to submit this proof of work authorization, federal law prohibits ECDC from hiring the person.)

**To Apply:** Send resume and cover letter to Janice Watson, Director: [jwatson@ecdcus.org](mailto:jwatson@ecdcus.org). Qualified candidates will be contacted for an in-person interview.

**ECDC is an equal opportunity employer.**