



Job Description & Qualifications Administrative Support Specialist

disABILITYsa has a vision to make San Antonio the #1 community where people with disabilities want to live, work, and play. We aim to realize this vision supporting a mission to educate, advance, and engage individuals living with disabilities by sharing information, creating opportunities, and strengthening the organizations that serve them. This mission is achieved in partnership with the community, businesses, partner organizations, staff, and volunteers who work together to advance San Antonio in providing the inclusion of and opportunities for independence for children and adults with all types of disabilities.

disABILITYsa is a small organization making a significant impact. At disABILITYsa, we work hard, love our work, and really enjoy serving the community. Our team is supportive, encouraging, and creative. We do our work closely aligned with the core values of Respect, Integrity, Diversity, Abundance, and Resolve. ***disABILITYsa authentically embraces diversity and equal opportunity. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.***

Full-Time, Non-Exempt | PTO & Health Benefit Options | Range: \$27,000 - \$32,000

The right person will identify with our values of Respect, Integrity, Diversity, Abundance, and Resolve. With our mission and these values in mind, the role will be primarily to offer initiative, leadership, guest service skills, and administrative supports needed for the operations, programs, and donor development for disABILITYsa. This position will be responsible for the management of the front office and assisting team members with projects in order to ensure organizational effectiveness and efficiency. This person will be expected to perform a variety of tasks, help keep long term projects on track, and handle more urgent requirements. An ideal candidate is responsive, thoughtful, self-directed, positive, and seeking a challenging role.

This position requires a person who is anticipatory, resourceful, takes initiative, and demonstrates excellent follow-through. The successful candidate will demonstrate confidentiality, diplomacy, and tact when proactively dealing with situations, and solving problems. Candidate must be comfortable with multi-tasking and prioritization with close attention to detail, accuracy and timeliness; is well organized, flexible and enjoys the administrative challenges of supporting an office of diverse people.

This person must present a professional demeanor at all times. The ideal candidate will bring a professional, collaborative, and multitasking demeanor into the role where working with highly confidential information is managed. The ideal candidate will be a resourceful thinker able to anticipate obstacles, creatively unravel them, and take proactive steps, that reflect the organization's values, to manage circumstances with minimal supervision.

ESSENTIAL FUNCTIONS:

- Manage the general operations of the business office for the organization: Process incoming mail; Manage the inventory and supplies for the disABILITYsa office; Manage use of the facilities and equipment.
- Manage databases for the organization to including but not limited to the Marketing, Donor, Exhibitor, Sponsor & Donor Prospect, Community Calendar, Resource Directory, etc.
- Assist with data entry and management to support the general operations and programs of the organization.
- Manage the navigation program research and response activities.
- Provide administrative support to the Executive Director.
- Implement the communications plan for the organization to include the Newsletter, Publications, Social Media Posts, Website Updates, etc.
- Delegate and coordinate tasks for internships.
- Prepare reports and documentation
- Compose, format, and/or type letters, reports, and other correspondence
- Proof and edit various materials
- Assist, as available, other departments with special skills or work overload
- Provide assistance day of for programs
- Run miscellaneous errands
- Assume additional responsibilities, perform additional duties, and complete special projects as assigned

ANCILLARY JOB FUNCTIONS:

- Occasionally standing and/or walking for more than 8-14 hours in a day
- Occasionally ascends/descends a ladder to decorate and set-up for programs and events
- Occasionally works in outdoor weather conditions and may be exposed to rain, snow, and extreme heat or cold
- Occasionally able to lift 25lbs.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent required, some college preferred
- Must have 2+ years' experience and/or education in administrative services with demonstrated experience
- Ability to work independently, demonstrate leadership and sound judgment.
- Ability to work with a sense of urgency and be responsive.
- Have an interest in the overall responsibilities of the organization and look for ways to help the team become as efficient as possible with a willingness to help others whenever possible.
- Exceptional Project Management skills with experience supporting project and business initiatives such as planning meetings, tracking deliverables, pulling routine reports, and the ability to coordinate logistics for events and programs.
- Strong attention to detail and accuracy skills
- Excellent verbal, written, and interpersonal communication skills with knowledge of composition, punctuation, grammar, and editing and basic math skills
- Must be computer literate in windows applications with advanced Google Docs/Sheets, Microsoft Office (Word, Excel, and PowerPoint) skills
- Must be able to report to workstation without assistance
- Must be able to sit for long periods of time
- Must be able to conduct repetitive motions on a daily basis
- Access to reliable transportation

DESIRED QUALIFICATIONS:

- Experience with Adobe Creative Suite, QuickBooks, Weebly, Square, and Social Media Platforms.
- Strong organizational, task management, and prioritizing skills
- Ability to exercise independent judgment to identify and resolve problems
- Ability to interact with integrity and high level of professionalism with all levels of team members, customers, program participants, and volunteers.
- Ability to accurately manage expense reimbursement, manage busy calendar, and appointments.
- Ability to prioritize work, meet deadlines, achieve goals, and work under pressure in a dynamic and complex environment.
- Ability to work effectively in a team environment where flexibility, collaboration, and adaptability are important both internally with other staff and volunteers as well as externally with community partners.

No walk ins. Applications will not be taken in person. Send cover letter and resume to HR@disabilitysa.org.

If you need accommodation, call (210) 704-7262 and we will assist in taking your information over the phone.

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