

Job Description: Administrative Support Specialist

Reports to the Executive Director / Part-Time / Non-Exempt

Established in 2007, disABILITYsa is a nonprofit 501c (3) organization with the mission to educate, advance, and engage people with disabilities by building networks, exchanging information, creating opportunities, and strengthening our disability community in the Greater San Antonio area. We have a vision to make San Antonio the #1 community where people with disabilities want to live, learn, work, and play.

Working for disABILITYsa means adopting our mission and vision as your own. As a member of the disABILITYsa team, your work will directly impact the lives of children, youth, and adults with disabilities in and around the San Antonio community. The right person will identify with our values of Respect, Integrity, Diversity, Abundance, and Resolve.

Position Description:

The Admin Support Specialist's role will offer the guest services, navigation (resource referral) services, and administrative supports needed to uphold the operations, programs, and donor development for disABILITYsa. This position is responsible for the management of the office, inventory management and oversight, navigation (resource referral) services, and assisting team members with projects in order to ensure organizational effectiveness, efficiency, and success. This person is expected to perform a variety of tasks, help keep long-term projects documented and on track, and handle more urgent requirements.

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.

The Ideal Candidate:

This person must present a professional demeanor at all times. An ideal candidate is reliable, responsive, thoughtful, self-directed, positive, and seeking a challenging role within a growing organization. The candidate will bring a professional, collaborative, and multitasking demeanor into the role where working with time-sensitive projects and 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 managing circumstances with minimal supervision.

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.

ESSENTIAL FUNCTIONS:

- Provide administrative support to the Executive Director including note taking, meeting outcomes coordination, and proofing various materials.
- Manage the general operations, upkeep, and maintenance of the business office.
- Manage and oversee the inventory and supplies for disABILITYsa's office and programs including use and maintenance of the facilities and equipment.
- Manage the Navigation (resource referral) Program, research, and response activities.
- Enter, manage, and maintain data for disABILITYsa to including but not limited to the Resource Directory, Vendors, etc. to support the general operations and programs of the organization.
- Run miscellaneous errands and assist, as available, other departments with special skills or work overload
- Provide support for the events, programs, and functions hosted by the organization
- Assume additional responsibilities and complete special projects as assigned

ANCILLARY JOB FUNCTIONS:

- Occasionally sitting, standing and/or moving for more than 8 hours in a day
- Occasionally works in outdoor weather conditions and may be exposed to rain, snow, and extreme heat/cold

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent required, certificate or two-year degree preferred
- Must have 2+ years' experience and/or education in administrative roles
- Must be computer literate in windows applications with advanced Google Docs/Sheets, Microsoft Office (Word, Excel, and PowerPoint) skills
- Must type at a speed of 60 wpm with near-perfect accuracy
- Must be able to report to workstation without assistance and able to sit for long periods of time
- Must be able to conduct repetitive motions on a daily basis
- Project management experience including meeting facilitation, tracking deliverables, pulling routine reports, and the ability to coordinate logistics for events and programs.
- Excellent verbal, written, and interpersonal communication skills with knowledge of composition, punctuation, grammar, and editing and basic math skills
- 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.
- Access to reliable transportation

DESIRED QUALIFICATIONS:

- Experience with QuickBooks, Square, Canva, and the ability to easily navigate online platforms.
- 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.

SALARY INFORMATION:

The salary range display below is based on a Part-time 28 hour a week schedule.

M (8:30-12pm/1-4pm) T-TR (9am-12pm/1pm-4pm) F (9am—12:30pm) with some flexibility, some nights and weekends required.

Salary: Min-\$10.00 / Mid-\$13.50 / Max-\$17.00 | Job Type: Part-time, Non-Exempt

All applicants must be able to pass a background check to include Texas DPS, Central Registry, Nationwide FBI screening, Credit Check, Motor Vehicle Record Check, and pre-employment Drug Screening.

Benefits offered:

- Holiday Pay
- Paid Time Off (PTO)

Job Inquiries may be submitted online at www.disabilitysa.org/dsa-jobs

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

If you need accommodation or support with your inquiry, call (210) 704-7262 for assistance.

disABILITYsa.org | FiestaEspecial.org | abilitySTRONGparade.org | AccessAbilityfest.org | disABILITYYsaCreativeServices.org