

## **Cabarrus Meals on Wheels Job Description**

**Job Title:** Administrative Assistant  
**Employee:**  
**Date of Hire:**  
**Pay Group:** NON-EXEMPT  
**Reports To:** Kimberly Strong, Executive Director

### **SUMMARY**

Will provide support with administrative assistant duties, deliver meals, and function as receptionist.

**CRITICAL DUTIES AND RESPONSIBILITIES** include the following:

1. Deliver meals, as needed. (will be paid mileage reimbursement)
2. Assist director and staff with monthly and yearly reports
3. Greet volunteers with Volunteer Coordinator at CMOW
4. Write monthly newsletter for clients
5. Organize and maintain pet food program
6. Answer phones and keep records of incoming calls, client requests, client status
7. Update Client Card on ServTracker as needed
8. Scan daily route sheets to hard drive for monitoring
9. Assist with calling volunteers to fill the routes each day
10. All functions with ServeTracker including, but not limited to, pushing units, meal order, client not home follow up, etc
11. Any other duties as necessary

**ADDITIONAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Prepare bulk mailings as needed for special events, newsletter, and fundraising letters.
2. Fill in for volunteer coordinator as needed.
3. Work with case manager when clients have special needs or on special projects.
4. Other duties as assigned

This individual must have strong knowledge of Microsoft Office (including Word, Excel) and Internet experience. Knowledge of general office procedures, good communication skills and detail orientation is important. Individual must be able to relate positively to other staff members and be able to work as a part of a team. This person should be comfortable working with diverse clientele including the business and nonprofit community and individuals. An Associates degree is preferred, but experience may be substituted for education. Applicant must not possess a criminal record. The position requires a valid NC driver's license, current auto liability insurance and dependable transportation.

**PHYSICAL DEMANDS**

All employees must have good health in order to maintain an acceptable attendance record as established by the agency. This employee must be able to carry and assist with lifting objects utilizing approved techniques. Staff is sometimes required to lift coolers and help load them into volunteers' vehicles. Also load/unload and carry boxes of donations, office supplies and bagged mail, weighing as much as 30 pounds occasionally, up to 20 pounds frequently and 5 pounds often. May be asked to carry and pick up donations from local retailers. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**DISCLAIMER STATEMENT**

The job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other duties as assigned/required.