



## ADMINISTRATIVE ASSISTANT

**Location:** Madonna School & Community-Based Services | 6402 N. 71<sup>st</sup> Plaza | Omaha, NE 68104

**Reports to:** Director of Administration

**Direct Reports:** none

**Internal Peers Include:** Administrative Assistant

Madonna School & Community-Based Services is a ministry of the Archdiocese of Omaha serving youth and adults with diverse abilities, including mild to moderate Intellectual and Developmental Disabilities (IDD) and Autism, through innovative and best-practice programs. Through each program we seek to help Form, Educate, Empower and Employ those we serve so they may achieve their full potential at home, school, work, and in the community.

Madonna's programs include:

- **PK-8 Education** with on-site experts at our two partner schools, St. Pius/Leo, and St. Robert Bellarmine.
- **Secondary Education** with core and functional academics, pre-vocational instruction, community-based learning experiences and many extra-curricular activities.
- **Transition** for young adults ages 18-21, with programs focused on developing the career and life skills that are key for a successful transition into adulthood.
- **Adult Services** for adults ages 21+ who are working hard to achieve competitive employment, independence, and community inclusion. Programs include Day Service, Employment Services, Residential Services, and Family Navigation services.
- **Project Search** a 10-month work training program for adults who exhibit work readiness, operated on the campus of UNMC and Nebraska Medicine and in partnership with the Munroe-Meyer Institute.

### Principal Duties & Responsibilities

- Execute all front office reception duties, including but not limited to monitor main entrance access, greet, and direct guests, answer and route calls, provide temporary health assistance and first aid as needed
- Execute all front office clerical assistance duties, including but not limited to manage all incoming/outgoing US mail, office supplies including print, mail & IT, custodial supplies, staff lounge supplies, building and grounds vendors, emergency response drills, assist staff with printing needs, mailings, and special/fundraising efforts/events
- Execute all administrative assistance duties to support Adult Services, including but not limited to:
  - Manage all central files, master lists and records requests for Adult Services across Madonna's data and communication systems, including but not limited to Therap, Outlook, ParentReach, Raisers Edge
  - Manage attendance and transportation logs for Adult Services, including daily and monthly reports
  - Communicate all reported Absences to proper Adult Services staff, and follow-up with parents/guardians on all client Absences that occur without prior notice
  - Assist program leaders with arranging substitutes for Adult Services staff
  - Assist program leaders with scheduling client meetings
  - Assist program leaders with managing transportation fleet needs and arrange outside transportation for special events
  - Assist program leaders with creating the annual Adult Services calendar

- Assist program leaders with other duties as assigned
- Coordinate with other front office staff to ensure front desk is always staffed, and be knowledgeable of their duties in order to provide them with spot assistance as needed

### **Knowledge, Skills and Abilities**

- Highly skilled in Microsoft Office applications
- Outstanding communication and customer service skills
- Strong problem-solving skills
- Trustworthiness and dependability
- Ability to multi-task with superior time-management skills.
- Excellent attention to detail

### **Education and Experience**

- High School Diploma required; Bachelor's Degree preferred
- Prior experience as an administrative assistant or executive assistant required

### **Physical Demands & Sensory Abilities**

- Ability to navigate, walk through and provide support in standard office, school, and adult services agency setting
- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Some crouching, stooping, kneeling, bending, and twisting of the body required
- Ability to lift and/or carry supplies and/or papers weighing approximately 50-75 lbs. – this can include lifting and turning clients
- Physical, visual, and auditory acuity are required for this position

### **Work Environment**

- Standard office, school, and adult services agency setting

Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.

The above statements are intended to describe the general nature and level of work required of this position and they are not meant to be an exhaustive list of all responsibilities, duties and skills required. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer

### **Hours:**

- Monday – Friday between 7:30 am – 4:00 pm (w/ 30 minute lunch)
- 12-month employee
- Part time hours negotiable with the right candidate

### **Salary & Benefits:**

- Competitive and commensurate with experience and other qualifications
- Full time employees enjoy many paid benefits, including full coverage of individual health care premiums

**Interested candidates should send a resume and cover letter  
to Tabitha Keating at [tkeating@madonnaschool.org](mailto:tkeating@madonnaschool.org)**