



Title: Administrative Assistant-Receptionist

Reports to: Vice President

Primary Objective and Purpose: To provide administrative support, friendly and professional communication, and office organization.

Key Responsibilities:

1. Answer and direct phone calls
2. Greet visitors and volunteers
3. Make donation deposits and enter personal data
4. Support CFO with data entry and general handling of invoices and payables
5. Update database with current donor information
6. Plan social functions, meals for volunteers, and office celebrations
7. Send birthday/get well/encouragement cards to staff and volunteers
8. Order office supplies and materials
9. Coordinate routine maintenance and repair of office equipment
10. Produce business correspondence as needed
11. Facilitate and distribute staff notes
12. Receive, sort, and distribute the mail
13. Assist President, Development Director and CFO as requested

Skills and Qualifications:

1. Excellent verbal and written communication
2. Good organizational skills and attention to detail
3. Proficient in Microsoft office suite and Google suite
4. Proven time management skills and ability to multi-task and prioritize work
5. Able to plan and facilitate group socials and volunteer meals
6. Experience with database management software
7. Bookkeeping experience preferred but not required
8. Willing to cross-train
9. High school diploma or equivalent; college degree preferred
10. This is a in-person, full time position at our Nashville location

Resumes and cover letters should be sent to Jana Owen at jowen@hhi.org.