



JOB DESCRIPTION

FBH Community – Administrative Assistant

FBH Community, Inc., a 501(c)(3) Public Charity, provides collaborative solutions for families who experience hunger, homelessness, poverty, or unfamiliarity with community resources. Under the FBH Community, Inc. umbrella, there are four distinct programs; Food Brings Hope, VCan, Prosperity and Homes Bring Hope. **Food Brings Hope**, FBH Community's first program launched in 2007, has a mission to nurture the mind, body, and spirit of underprivileged children in our community. Among other services, Food Brings Hope offers after-school programs, *KidsZone* in Elementary and *TeenZone* in secondary grades. Additionally, *FBHonors* is offered in some select schools for students who are academically advanced, from low socio-economic families. Starting in 2021, a program titled *Change the Code* was introduced in the elementary schools in the 32114-zip code to address the low reading scores in Palm Terrace, Turie T. Small, Campbell Middle and Mainland High School. Food Brings Hope provides meals, tutoring, and nutritional enrichment activities for at-risk students. Through many partnerships with agencies, organizations, and businesses in Volusia County, **VCan** provides immediate relief assistance to youth and families with children to address urgent needs like food and shelter, while connecting them with support services and resources in the community to help build long-term stability for their future. **FBH Prosperity** addresses more than a society's economy or an individual's financial wealth; it represents an environment in which everybody can achieve economic self-sufficiency. FBH Prosperity's mission is to facilitate affordable homeownership within the 32114-zip code community through education and training, financial resilience, career development opportunities and health support. In 2021, **Homes Bring Hope** was launched to make a significant impact in the lives of many hard-working Volusia County families, guiding each family through various barriers to the ultimate achievement of homeownership and breaking through the suppressive chains of generational poverty.

- I. ESSENTIAL FUNCTIONS:** The Administrative Assistant is responsible for executing certain administrative functions, which support programs and services administered by FBH Community. The Administrative Assistant will utilize various skills to provide deliverables that are needed to complete activities or services in Homes Bring Hope, Food Brings Hope, Prosperity and special programs. Specific duties and responsibilities include but are not limited to:
- A. Manage various social media accounts, updating to accurately reflect program activity.
 - B. Prepare documents utilizing proper business grammar and professional etiquette.
 - C. Efficiently and proficiently utilize office equipment
 - D. Prepare reports utilizing Excel, Word or other Microsoft Office programs
 - E. Engage with a diverse population via email, by telephone or in person
 - F. Answer telephones and email, accurately recording and tracking data
 - G. Prepare agendas, minutes and other business related forms
 - H. Navigate and manage folders in One-Drive
 - I. Provide maintenance to data in multiple database platforms
 - J. Assist with event planning, advertising, publishing

Initials: _____

- K. Assist with preparation of budgets
- L. Assists with numerical and statistical reports
- M. Manage office supplies
- N. Prepare agendas for various meetings
- O. Prepare flyers and newsletters utilizing design graphics programs such as CANVA
- P. Organize various volunteers and volunteer groups for days of volunteer work and have the necessary tools, equipment, and items necessary for volunteers to do the work.
- Q. Maintain accuracy of data on websites
- R. Assist in promoting public awareness of the mission and its goals.
- S. Promote program activities and stories using various forms of media, including social media posts, e-newsletters, press releases, etc.
- T. Other duties as assigned.

II. PHYSICAL AND MENTAL REQUIREMENTS

- A. Computer literacy
- B. Written and oral communication skills, ability to converse with diverse public audiences (i.e. FBHC advisors, clients, vendors, subcontractors, etc.)
- C. Ability to work effectively with community contacts and organizations
- D. Organized and able to prioritize (and reprioritize, if necessary) multiple tasks
- E. Strong team player skills
- F. Above average Microsoft Excel skills

III. EQUIPMENT OPERATED: Standard office equipment

IV. POSITION REQUIREMENTS: College degree preferred

V. WORKING CONDITIONS: Performs administrative duties in office environment and public relations interaction in the field (various community locations).

VI. SUPERVISORY CONTROL: Reports to Executive Director

VII. NUMBER OF PEOPLE SUPERVISED: None

VIII. FAIR LABOR STANDARDS ACT STATUS: Non-Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position:

Employee's Signature

Date

