



Position: SPECIAL PROGRAMS ADMIN ASSISTANT
Civil Service Title: OFFICE ASSISTANT TRAINEE (c0020)

January 25, 2017

Main Functions:

Assist the Special Programs Director in administrative duties to facilitate the efficient operation of the Special Programs Division.

Reports to: *NORDC Special Programs Director*

Apply to: ifyoung@nola.gov

Duties:

- Answering, organizing, and prioritizing Special Program's related information, emails and phone calls;
- Assisting and facilitating Special Programs employees Human Resource needs;
- Creating and maintaining division calendars and schedules;
- Helping setup meetings, appointments and interviews;
- Inputting and tracking division procurement;
- Compiling and tracking participation numbers to ensure adequate reporting;
- Preparing and maintaining documents and reports;
- Assisting with planning, implementation, and execution of Special Programs special events;
- Maintaining positive representation of NORDC at all times, in writing and while speaking with members of the community and/or NORDC employees;
- Conferring with management and interacting with the public to help resolve customer complaints and concerns in a timely and professional manner, as directed; and performing other relevant duties as assigned.

Knowledge, Skills and Abilities:

- Ability to communicate effectively and clearly both verbally and in writing
- Knowledge of internet navigation and Microsoft Office software, including but not limited to Word, Publisher, Excel and Outlook
- Ability to perform administrative duties
- Ability to effectively and efficiently manage processes
- Extremely responsible, punctual, and detail oriented
- Ability to work independently in the absence of direct staff supervision
- Ability to establish and maintain effective work relationships with staff, patrons, and individuals from diverse backgrounds
- Physical ability to stand for the duration of the shift, use the necessary tools and supplies
- Ability to understand and follow oral and written instructions
- Ability to represent NORDC in a professional and courteous manner

Employment Requirements:

- Must maintain an Orleans Parish domicile

Compensation/Status:

Annual Salary Range: \$10.15 per hour/NON-EXEMPT

Work Week: 35 hours per week, subject to flex time. Benefits package