



## JOB DESCRIPTION

<b>Job Title:</b> Administrative Rotation Associate	<b>Department:</b> Human Resources
<b>Reports to:</b> Administrative Rotation Program Coordinator	<b>Job status:</b> Exempt <b>Compensation:</b> One Year Stipend (\$1500)

### JOB SUMMARY

The Administrative Rotation Program offers a full-time HopeWorks employee a one-year apprenticeship as a learning opportunity to develop knowledge, new skills and a broader understanding of HopeWorks administrative operations. The Administrative Associate will spend the first six months in rotation through HopeWorks departments where they will be exposed to various experiences and a wider variety of skills to enhance job knowledge and cross-train. At the end of the six-month rotation, the Associate and the Program Coordinator will evaluate the area of interest and skill set of interest to assign the Associate to a dedicated department. During the second six months of rotation, the Associate will focus training and work in the HopeWorks department designed to provide more in-depth understanding of day-to-day operations within the unit. The purpose is to develop a better understanding of different roles at HopeWorks, how the organization operates, and explore new skills and cross train.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

<b>Schedule</b>
<ul style="list-style-type: none"> <li>• The Administrative Associate will manage existing work load in addition to participation in the rotation program. While a manageable schedule will be created, much like enrolling in a class outside of work, the Associate can expect to spend additional hours outside the normal work day to achieve training objectives.</li> <li>• The Associate will work effectively with their current supervisor and the Administrative Rotation Program Coordinator to manage training and work responsibilities.</li> <li>• The Associate will be responsible for meeting deadlines in their permanent position as well as the in the Associate role.</li> <li>• The Associate must be willing to commit between 8-15 hours per week depending upon where they are in the process.</li> </ul>

EDUCATION & RELATED WORK EXPERIENCE	
<b>Education Level:</b>	
Education required for current HopeWorks position is sufficient.	
<b>Years Related Work Experience:</b>	
2 years as a full-time employee of HopeWorks, Inc.	

REQUIRED SKILLS AND KNOWLEDGE		
	REQUIRED	PREFERRED
Experience using Quick Books or other Accounting / Bookkeeping Software		X
A strong command of computer skills (G-Suite, ZOOM, MS Word, Excel, and PowerPoint)	X	
Strong organizational and time management skills.	X	
Excellent interpersonal skills demonstrating an ability to establish a positive relationship with staff, board, community volunteers, donors, etc.	X	
Time Management and Demonstrated ability to meet deadlines	X	
Strong written and verbal communication skills	X	
Demonstrated ability to work under pressure	X	
Must be able to manage multiple demands from multiple directions and provide a positive response	X	
Recognize confidential nature of operations and actively protect sensitive data and information	X	
Skill in operation of general office equipment (fax, copier, scanner, multi-line phone system, etc.)	X	
Flexible and adaptable in various situations and environments	X	
Able to travel to satellite locations	X	
Speed of Closure-Ability to quickly make sense of, combine, and organize information	X	
Work as part of a team	X	
Participate in local activities and professional development	X	

## WORK ENVIRONMENT/PHYSICAL REQUIREMENTS

Able to Remain in a stationary position, often standing or sitting for prolonged periods. Able to work in a shared space setting with distracting noise levels, such as from clients and office equipment.

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. HopeWorks may change the specific job duties with or without prior notice based on the needs of the organization.

## ACKNOWLEDGEMENTS

**Creation Date:** July 13, 2021

**Revision Date:**

**Supervisor: I have approved this job description and reviewed with my employee.**

Signature:

Date:

**Employee: I have reviewed this job description with my supervisor and acknowledge receipt.**

Signature:

Date:

**Human Resources:**

Signature:

Date: