

PROGRAM: Summer Meals Program

POSITION: Administrative Assistant

Application Deadline	Start Date	Wage	Hours Per Week	Must Be Available
	May 4, 2020	\$16.00/ hr	40	Days Evenings

DEFINITION: The Summer Meals Program has served over 1 million meals to children and youth in the District of Columbia. These meals help children throughout the District to get the nutrition they need to learn, play, and grow throughout the summer months when they are out of school.

EXAMPLE OF DUTIES:

- Retrieve and send e-mails and generate reports using Microsoft Word and Excel
- Operate office equipment (i.e. Copier & fax machines)
- Complete administrative tasks as assigned
- Provide any and all office assistance required to successfully assist the Summer Meals Program
- Process Applications
- Complete information analysis for reports
- Answer telephones
- Data Entry
- Update and ensure accuracy of spreadsheets and documents
- Act as point of contact for monitors, senior monitors, and management

MINIMUM QUALIFICATIONS/EDUCATION/EXPERIENCE:

- Must be 21 years of age or older
- Must possess a minimum of a High School Diploma or GED
- Proficient in Microsoft Office and administrative duties (i.e. Typing, data entry, filing)
- Excellent customer service skills
- Ability to operate in a high volume work environment
- High attention to detail and high ability to multitask
- Great organizational skills
- Update and Maintain complex filing system
- Provided administrative support to management and other staff as needed