



CornerHouse Position Announcement

Administrative Assistant Part Time

CornerHouse assures that the voices of children and adolescents are heard. CornerHouse conducts forensic interviews and medical exams for individuals who report abuse, supports individuals and families for best outcomes, and provides training to investigative professionals.

Position Summary: The Administrative Assistant position is crucial to CornerHouse running smoothly and effectively in providing healing services to those who have experienced abuse and trauma. This will entail staffing the front desk in a way that makes all guests feel welcomed and respected. Central to this position will be managing the day-to-day operations of our office including answering the main phone and front door, maintaining office supplies and storage, and ensuring that the office remains a safe and clean environment. This position will also help in onboarding new staff to ensure that they have completed all paperwork and are prepared to begin working. There may be additional tasks assigned by the Development Director based on organizational needs.

Position responsibilities include, but are not limited to:

1. Front Desk Support

- a. Answering the main telephone line and transferring calls to appropriate staff
- b. Create a welcoming and helpful presence for guests arriving at CornerHouse
- c. Answer the door, make sure guests sign in and out, communicate with relevant staff when their appointments arrive, and ensure guests know where to go and who to see
- d. Keep lobby area organized and clean
- e. Accept intake paperwork and insurance payments from clients
- f. Serve as the primary liaison with facility and equipment maintenance contractors, including Children's Hospital staff
- g. Receive and distribute mail, ensuring that subpoenas are communicated to staff promptly

2. Office Management

- a. Participate in facility upkeep including managing the rotating staff schedule of inside and outside cleaning duties
- b. Ensure office and program supplies are stocked and staff supply requests are ordered
- c. Manage on- and off-site storage
- d. Serve as the main point of contact with the IT department of Children's Hospital to ensure that our systems are operating efficiently and effectively
- e. Coordinate the purchase of new computer hardware/software and telecommunications equipment through Children's IT
- f. Monitor general email inbox

3. Human Resources Support

- a. Background checks for new staff and rotating background checks for current staff
- b. Onboard and offboard staff with Children's IT
- c. New employee orientation including completing the requisite paperwork, setting up new emails, badges, etc.

Qualifications:

- One year experience in administrative or human resources role preferred
- Ability to prioritize multiple tasks from different areas of the organization simultaneously
- Comfortable with working with folks from all different backgrounds
- Comfortable interacting with folks who may be experiencing a moment of crisis or ongoing trauma
- Excellent interpersonal and written communication skills
- Strong attention to detail
- Good sense of humor
- Comfortable creating and implementing new processes
- Good eye for finding organization efficiencies
- Ability to work collaboratively with multiple teams



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**Administrative Assistant
Part Time**

Individuals from diverse backgrounds strongly encouraged to apply

Hours & Compensation: Part-Time Exempt; 20 hours per week; either 8AM-12PM or 2:30PM-6:30PM

Closing Date: March 22, 2019

Email Resume and Cover Letter to: Matt Boston, Development Director
matt.boston@childrensmn.org

In accordance with the Americans with Disabilities Act, the above is intended to summarize the essential functions of and requirements for the performance of this job. It is not meant to be an exhaustive list of miscellaneous duties and responsibilities that may be requested in the performance of this job.