**PTI Nebraska Job Description**

**Job Title:**  Office Assistant

**Reports To:** Executive Director

**FLSA Classification:** Part-Time, Hourly Position

PTI Nebraska is a nonprofit organization that offers information, training, support, and resources for parents and families of children and young adults aged birth – 26 with disabilities or special healthcare needs. Our services help families navigate the special education process and build their knowledge and skills in order to advocate effectively for the children’s needs.

This position is responsible for providing support to all program staff members and the Executive Director. This position assists with general intake processes via in-person visits, phone calls, and emails and assists with training and event registrations, evaluation data entry, and other data entry as required.

**Essential Duties and Functions:**

* Hours may vary slightly with advance notice, and may include some evenings, weekends, and in-state travel as needed (rarely)
* Answer main phone line and process phone call intakes and assign to appropriate staff person(s) using set office protocol.
* Receive, respond to, and record info from general email accounts and website “Contact Us” intakes and requests and assign to appropriate staff person(s) using set office protocols.
* Answer door, greet visitors, and provide general information when necessary.
* Assist with training and event registrations, set-up details, flyer development and dissemination, follow-up evaluations, and entering training data as needed.
* Conduct project evaluation surveys.
* Perform general office duties including processing incoming and outgoing mail, making copies, filing, and maintaining, organizing, and ordering office supplies and marketing materials.
* Maintain vendor/business contact list.
* Database entry work and create, maintain, and update data spreadsheets.
* Prepare specialized data reports for staff and Executive Director.
* Assist with the production of a range of communications including monthly newsletters, calendar updates, public service announcements. email blasts, and social media posts.
* Complete all required administrative documents on time including timesheets, leave of absence requests, and expense reimbursement requests.
* Participate in staff meetings.
* Fulfill other duties as assigned by the Executive Director.

**Minimum Qualifications – Education, Experience and Skills**

* Preferred applicants will have a family member with a disability or be an individual with a disability, and be able to utilize lived experience in daily interactions with others.
* A valid Driver’s License in the state in which you reside and access to reliable transportation.
* Associate’s Degree in a related field preferred.
* High School diploma or GED plus a minimum of an equivalent of one year of full-time related experience is required.
* Knowledge of or the ability to learn Microsoft Office products, webinar training services such as Zoom, social media tools such as Facebook and other software as needed.
* Strong verbal and written communication skills.
* Strong teamwork and collaboration skills.
* Ability to multi-task.
* Good time management and self-direction skills.
* Follow the organization’s policies and procedures outlined in the manual.
* Must be able to meet the following physical demand requirements (reasonable accommodations may be made to enable individuals with disabilities to perform these functions):
	+ Talking
	+ Hearing
	+ Using fingers and hands to handle objects, tools, and equipment and reaching with hands and arms
	+ Standing, sitting, and walking
	+ Bending, stooping, or kneeling
	+ Occasionally lifting up to 30 lbs

This job description in no way states or implies that these are the only duties to be performed by an employee in this position. The employee will be required to follow any additional job-related directives and to perform any additional job-related duties as requested by the Executive Director of PTI Nebraska.

PTI Nebraska does not discriminate, and all applicants will be considered for employment without attention to race, color, religion, national origin, sex, age, or disability. Job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.

The requirements listed in this document are the minimum levels of knowledge, skills, and abilities needed to perform this job successfully. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.