

**FAVORHOUSE OF NORTHWEST FLORIDA, INC.**  
**CERTIFIED DOMESTIC VIOLENCE CENTER**

**Job Title: Office Assistant – Escambia**

**Status: Full Time; Non-Exempt**

**Location: FavorHouse of Northwest Florida, Inc. Escambia County Outreach & Counseling Center**

**I. Summary of the main function/purpose of the position:**

The Office Assistant – Escambia provides clerical and program support for the agency’s administrative and outreach offices in Escambia County.

The Office Assistant – Escambia works in the FavorHouse Escambia County Outreach & Counseling Center.

**II. Principal Job Duties/Responsibilities:**

1. Perform office and clerical duties for the agency including typing, filing, answering the telephone, scheduling appointments, distributing mail, etc. 40%
2. First point of contact for visitors at the Outreach Center. 10%
3. Accept donation drop-offs, write receipts for in-kind donors, prepare thank you and acknowledgement letters. 15%
4. Assist with fundraising activities including but not limited to direct mail preparations, event planning and implementation, and donor communication distribution. 15%
5. Assist with Board of Directors – preparing meeting minutes, meeting packets, and other communications as required. 12%
6. Update/maintain electronically stored program information. 2%
7. Update/maintain program participants’ program packets and information. 2%
8. Assist with scheduling and coordination of program volunteers. 2%
9. Other duties as assigned. 2%

**III. Educational and/or equivalence in experience requirements:**

- High School diploma or GED is required. Associates degree in Business Administration, preferred.
- Two-years office experience required. Non-profit agency setting preferred.
- Must possess clerical skills, including the ability to type minimum of 35 correct words per minute.
- Must have the ability to problem solve and function during a crisis.
- Must be proficient in English and be able to communicate effectively in spoken and written form.
- Must possess computer skills with ability to learn necessary program software.
- Must complete 16 hours of annual training in domestic violence related topics.

**IV. Summary:**

- Direct supervision is received from the Grants Manager.
- Flexibility is required. The work week is routinely Monday- Friday 8:30 a.m. – 5:00 p.m. Some nights and weekends may be required to perform duties (such as participation in a community activity as a FavorHouse representative) outside the office. Some overnight travel may be required to attend sponsored statewide, regional, and local training events.
- This is a non-exempt position with bi-weekly pay periods by direct deposit.
- Must be able to pass a level 2 background check and drug screen.

- Employee must possess and maintain a valid driver’s license with personal automobile liability insurance. Employee must maintain insurability.
- Must be able to sit for long periods of time.
- Must be able to be mobile within all areas of the facility and be able to lift 25 pounds.

**V. Work Environment:**

- Work location is clean; fully climate controlled and complies with Florida Clean Indoor Air Act.
- All duties and requirements are essential job functions.
- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- Some requirements may include working with individuals who pose a direct threat or significant risk to the health and safety of themselves or others.

This position description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

This document does not create an employee contract, implied or otherwise, other than an “at will” employment relationship.

Your signature below indicates that you have received a copy of your job description, have read it, and understand your duties.

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Employee Signature

Date

Print Name