



Job Title: Office Administrator

Job Summary: The Office Administrator provides administrative and operational support to ensure the efficient daily operation of the Family Justice Center of Central Louisiana. This position helps maintain a welcoming, professional, and trauma-informed environment while supporting the Center's mission of serving survivors and strengthening community partnerships.

Responsibilities & Duties:

- Screen and document incoming calls, direct inquiries to appropriate staff, and maintain call logs and other administrative records.
- Manage incoming and outgoing correspondence, agency mailings, accounts payable and receivable documentation, and general office communications.
- Assist the Executive Director and Assistant Director with administrative, financial, and operational functions of the organization.
- Coordinate and manage volunteers, including scheduling, assignments, and support for agency programs and events.
- Assist with the receipt, tracking, documentation, and reporting of in-kind donations.
- Provide administrative support and backup assistance to advocates when necessary.
- Coordinate office and facility maintenance, including office supplies, equipment, grounds, and vendor services.
- Assist with planning and implementing fundraising events, community outreach activities, staff engagements, trainings, and special events.
- Perform other duties, projects, and responsibilities as assigned by the Exec. Director

Skills & Qualifications:

- Must be at least 25 years of age, as this position requires operating a company vehicle.
- Minimum of two (2) years of administrative, customer service, or related experience.
- Strong verbal and written communication skills.
- Ability to work effectively under pressure.
- Ability to work collaboratively in a team environment.
- Strong organizational and multitasking skills.
- Proficiency in Microsoft Office and basic knowledge of Quickbooks.
- Ability to maintain confidentiality and professionalism.

Classification:	Exempt
Status:	Regular, Full-Time
Immediate Supervisor:	Executive Director
Salary Range:	\$32,000