



15605 Main Street E.  
Sumner WA 98390  
253-987-5804

### **Administrative Office Assistant Job Description**

Title: Administrative Office Assistant

Reports to: Executive Director

#### **Administrative Office Assistant**

The Administrative Office Assistant must adhere to Agape Adoptions' mission to find families for children, always remembering and practicing ethical guidelines, standards, and high morals. This position performs a variety of duties to help Agape Adoptions mission of finding families for children. The position requires the ability to work independently, be flexible and provide information as requested. Due to the nature of this work, the incumbent is aware of and must adhere to agency standards of ethics, honesty, and program confidentiality policies at all times.

#### **Primary Responsibilities and Accountabilities:**

1. Assist the Executive Director by providing clerical support to families in the adoption process
2. Perform office tasks as needed, such as answering phones, filing and general file organization
3. Assist with financial data entry into daily ledger and Quickbooks
4. Provide dossier, home study and post placement clerical support
5. Provide support related to Hague Accreditation and Monitoring and Oversight
6. Develop an understanding of each adoption department
7. Develop an understanding of intercountry adoption, specifically the country programs served by Agape Adoptions
8. Develop an understanding of the intercountry adoption laws stemming from the State of Washington, the United States Government, the Accrediting Entity, and foreign governments
9. Oversee Agape Adoptions digital archiving process
10. Strict adherence to the National Association of Social Work Code of Ethics and Confidentiality
11. Other assigned duties

#### **Qualifications:**

- Minimum of Bachelor's Degree in Social Work or related Social Service degree, or other related field or other equivalent



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- Minimum of two years of work experience in service to children and families
- Knowledge of adoption and family systems
- Commitment to Agape Adoptions' mission, vision and values
- Demonstrates understanding of cultural competency Ability to work a flexible schedule that may include evenings and occasional weekends.
- Knowledge of database management; proficient in the full MS Office suite of applications
- Demonstrate excellent written and verbal communication
- Possess proficient written communication skills
- Excellent reading comprehension skills
- Demonstrated professionalism with clients and co-workers. Excellence in client care and team communication skills.
- Highly organized and efficient with consistent attention to detail. Able to be resourceful, flexible, multi-task and prioritize in an often fast-paced environment.
- Proven self-starter, characterized by initiative and reliability in working independently.

**Additional Information:**

- Washington State child abuse and criminal clearances are required
- Agape Adoptions has standard paid holidays
- Employees accumulate PTO for hours worked
- Agape Adoptions does not offer medical or dental benefits at this time
- No agency inquiries please