



TAPESTRY FAMILY SERVICES JOB DESCRIPTION

POSITION:

Admin Specialist III - Analyst

GENERAL DESCRIPTION:

Under the direction of the Operations Director, the Administrative Specialist III - Analyst provides comprehensive administrative support to Tapestry Family Services' Operations, Development and Fiscal departments. This role is responsible for multifaceted, professional, and administrative analytical functions associated with various projects and programs within the agency. The Administrative Specialist III – Analyst is distinguished from the other Administrative Specialist positions by the highly specialized and/or complex nature of the work of the Analyst. The Analyst requires consideration of unique problems, resulting in the application of professional knowledge or expertise for proper solution of determination. The Analysts work often results in changes to processes, procedures, or findings, which are not routinely subject to oversight and review. Though the Analyst does not directly supervise other positions, they may have responsibility for training other Administrative Specialists. The Analyst may be requested to perform job-related responsibilities and tasks other than those stated in this specification.

MIMIMUM QUALIFICATIONS:

Administrative Specialist III: An individual who has 6+ years of administrative experience:

- Valid Driver's License for at least 2 years
- Experience in high level administrative and operational supports
- Advanced computer skills with experience, knowledge and applied use of Microsoft programs such as Outlook, Teams, QuickBooks, Excel, Word, PDF, Adobe, Publisher, JotForm, DocuSign, etc.
- Documentation and reporting skills including detailed recording keeping abilities
- Ability to maintain strict confidentiality requirements and HIPAA guidelines
- Exceptional interpersonal communication skills, both written and verbal
- Self-driven motivation with task tracking, timely follow up and accountability of assigned tasks
- Sensitivity to service population in regard to culture, religion, race, gender, socioeconomic standing, etc.
- Ability to represent the agency's mission and values as the first point of contact with the community and requests for agency services
- Ability to work autonomously exhibiting effective time management and decision-making abilities

BENEFITS:

- 11 Paid holidays
- Birthday holiday
- 401k retirement
- Health, vision and dental insurance offered
- 12 Paid vacation days per year
- 12 Paid sick days per year

CONDITIONS OF EMPLOYMENT:

Clear background check with DOJ, FBI, CACI, Driver's License, Current Auto Insurance, Clean DMV Printout, required trainings post start date.

Medical conditions of employment: Obtain TB Test and Physical at time of offer.

TO APPLY:

Email Resume to humanresources@tapestryfs.org
Admin Specialist III Hourly Range: \$25.87 to \$28.52