

Job Title: Full- Time, Administrative Assistant for the New Castle County Office

Reports to: Executive Director

General Function:

The Administrative Assistant oversees the day-to-day administrative support for The Cancer Support Community DE staff, board, and facility.

Major Duties and Responsibilities (Including but not limited to):

1. Answering phones and handling inquiries from the general public in a confident and friendly manner.
2. Provides customer service regarding CSCDE services, locations and programs.
3. Greets cancer participants, caregivers and acquaints them with CSCDE programs and facility.
4. Works with all staff and volunteers as needed in-person and online.
5. Assists with preparation and distribution of minutes, financials and other pertinent information to the Board of Directors.
6. Assists with the preparation of online media and programs through Canva and Constant Contact.
7. Updates volunteer manual; supervises volunteers; recognizes volunteers for support.
8. Attends health fair, conferences and community programs as needed.
9. Helps to maintain CSCDE House and assists in room preparation for in-house groups and helps maintain quarterly maintenance contracts.

Skills Required:

- Strong communication skills both written and verbal
- Strong organizational skills
- Knowledge of bulk mailing guidelines
- Ability to handle confidential issues with support and assistance for our participants
- Supervision, including working with volunteers
- Decision making skills
- Knowledge of computer software a must: Word, Excel, Constant Contact, Canva, Outlook, Zoom and comfortable with use of social media platforms.

Please send resume to attention: [npickles@cscde.org](mailto:npickles@cscde.org), please no phone calls.