



Administrative Specialist
Job Description
Department: Admin

Williamson County Children's Advocacy Center's (WCCAC) mission is to provide hope, healing, and justice for children and families impacted by abuse, violence, and exploitation in our community. We envision a community where children grow up safe and free from abuse. From the environment we create to our expertly trained staff, we strive to reduce the emotional trauma for children and their non-offending family members.

The culture of the Williamson County Children's Advocacy Center is built on our shared core values – Compassion, Integrity, Community, and Vision. Compassion and Integrity mean that we work together and make decisions for the greater good – with open, honest, and respectful communication, taking responsibility for what we do and say. Community means that we provide a safe, welcoming, supportive environment that encourages balance, wellness, and team spirit; we create connections through acts of service both inside and outside the organization. Vision means that we learn from our failures, following our relentless curiosity and striving to improve, learn, and grow by asking questions, seeking knowledge, and stretching beyond our comfort zone.

We hire, fire, review, reward, and recognize our teammates based on these characteristics, so it's important that you share these values in order to be part of our team.

POSITION OVERVIEW

The Williamson County Children's Advocacy Center (WCCAC) is a nonprofit that provides free services to child victims of abuse and their non-offending caregivers and other family members.

Under the supervision of the Chief Operating Officer, the Administrative Specialist assists with all daily business functions of the Center.

Reports To: Chief Operating Officer

Commitment Type: Full Time (40 hours a week)

Base of Operation: Georgetown, Texas

Salary: Based on Qualifications, Non-Exempt

Benefits: IRA 3% matching; Health, Dental, Vision, Life and AD&D Insurance; Medical Bridge and Insurance Cafeteria Plan; Employee Assistance Program (EAP); PTO

Responsibilities

- Assist the Chief Operating Officer with Human Resource responsibilities:
 - Responsible for performing pre-employment screening to include background checks, employment verification, and reference checks.
 - Responsible for new and annual background checks for staff, volunteers, and board members
 - Maintain job descriptions and organization charts.
 - Post job openings on the CAC website, Job platforms, and other sites as needed; take down postings when jobs are filled.
 - Compiles application and interview packets for hiring staff, corresponds with applicants, and schedules interviews.

- Organizes and conducts new employee/intern orientation, onboarding, and training programs, as required.
- Work with IT to set up email addresses and laptops with appropriate software.
- Work with the hiring manager to set up new employee office space.
- Scan and send insurance and IRA forms to our benefits specialists.
- Create, maintain, and order name badges and business cards.
- Email timesheet reminders every two weeks to Staff and Nurses
- Maintain staff in-house phone list and contact information.
- Prepares and administers completing, collecting, and processing a variety of forms, information, training certificates, and other related documents.
- Assist the Chief Operating Officer with Facility and IT-related responsibilities:
 - Submit Wilco Facility maintenance requests, including cleaning requests.
 - Submit phone maintenance requests (label, PW changes for new hires, issues)
 - Work with Facilities to complete tasks or notify others of items that require scheduling.
 - Schedule appointments for new hires to have access badges made at Wilco Facilities
 - Liaison with Staff for IT or printer issues for needed assistance; work with them by phone to address problems first.
- Training and Compliance
 - Compiles, tracks, monitors, and documents training requirements and compliance documentation for HIPAA and accreditation/audit standards.
 - Assists with scheduling and coordinating staff training.
- Additional duties
 - Monitor website email, wccacinfo@wilcocactx.org, and forward to pertinent staff.
 - Maintain key safe with copies of all keys, including mailbox, storage unit, and filing cabinets.
 - Maintain inventory of office supplies and drinks
 - Turn PDFs into Word or Excel documents, as needed by staff.
 - Performs confidential data entry, prepares, proofs, and edits documents and correspondence, as requested.
 - Provide front desk support as needed.
 - Maintains shared calendars, coordinates, and schedules rooms as needed.
 - Complies Center's newsletter for internal distribution.
 - Picks up supplies, orders, and equipment as needed.
 - Participate in agency activities and events.
 - Perform other duties as assigned by the Chief Operating Officer

MINIMUM QUALIFICATIONS AND SKILLS

- High School Diploma or GED. A bachelor's degree in an appropriate related field is preferred.
- Minimum of two years of experience in administrative support. Experience working with non-profits and/or membership associations is preferred.
- Experience with human resources.
- Excellent verbal and written communication skills including grammar, punctuation, spelling, proofreading, and telephone skills.
- Proficiency in the use of a computer, including typing, email, internet, websites, and Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint) and Canva
- Ability to learn other computer programs, as required.
- Ability to handle confidential information.
- Excellent people skills with an ability to partner with a dynamic leadership team
- Personal qualities of integrity and credibility

- Must exhibit strong organizational and interpersonal skills with the ability to effectively communicate with a diverse group of individuals including high-level administrators, board members, donors, and peers.
- Positive attitude:
 - ability to initiate positive interactions with co-workers, families, visitors, and stakeholders
 - ability to be proactive, positive, and solutions-oriented
 - ability to be supportive of all team members
 - a positive “can do” attitude and willingness to work until the job is done
- Flexibility:
 - ability to work within an ambiguous, fast-moving environment, while also driving toward clarity and solutions
 - demonstrated resourcefulness in setting priorities and guiding investment in people and systems
- Ability to pass annual criminal and CPS background checks, as well as clear the National Sex Offender Public Website and SafeSport registries.
- Must also have reliable transportation and possess a valid Texas Driver’s License that meets the Center’s insurance company’s requirement for coverage
- **Physical Requirements:**
 - Must be mobile and able to bend, stoop, reach, and moderately lift (up to 30 pounds).
 - Must be able to sit or stand at a workstation and/or a computer screen for up to 2 hours at a time.

Reasonable Accommodations Statement: *To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the functions required.*

This is a grant-funded position that is expected to be ongoing.

To APPLY, please email a cover letter, three references, and resume to wccacinfo@wilcocactx.org with the subject line “Admin / Admin Specialist – Applicant”.