



## **STARability Foundation Administrative Specialist**

The STARability Foundation Supports people with disabilities by providing life-transforming opportunities that emphasize Teamwork and connection to the community to build Awareness and Respect for individual abilities. STARability serves individuals with intellectual and developmental challenges in Southwest Florida, where we provide lifelong support. STARability opens up a whole calendar of engaging activities with innovative and creative programs that focus on continuing education, teamwork, and community involvement.

### **Position Summary**

As a member of a highly collaborative team, the Administrative Specialist is responsible for carrying out administrative and clerical duties to support the mission and operations of the STARability Foundation.

We are looking for an individual who has a passion for helping others, strong communication skills, the ability to deliver exceptional customer service, attention to detail, and keen problem-solving skills.

This is a part-time position of 20 hours/week, with occasional evening and weekend hours and is expected to become full-time.

### **HOW TO APPLY**

To apply, please send cover letter and resume to [laurie@STARability.org](mailto:laurie@STARability.org). No phone calls, please.

### **Responsibilities**

- Greet visitors, answer phones, and provide information to participants and families, maintaining polite and professional communication.
- Support community engagement and program activities, and event, development, and stewardship initiatives.
- Assist staff with problem solving to facilitate smooth functioning of operations.
- Provide support with office equipment and technology, including phones, copiers, and computers.
- Maintain electronic and paper filing systems, which includes: insurance, board documentation, policies and procedures, and accounting files.
- Provide basic accounting support to facilitate accounts payable and accounts receivable.
- Enter data and generate reports.
- Manage the ordering of office supplies.
- Communicate with vendors and schedule services.
- Other duties as assigned.

### **Requirements**

- Associate degree or equivalent experience.

- Excellent interpersonal skills.
- Proficient in Microsoft Office applications and Google Drive documents.
- Ability to work effectively both independently and in a team environment.
- Maintain high level of integrity, diplomacy and initiative.
- Willingness and flexibility to work occasional evening and/or weekends as necessary to carry out responsibilities.
- Must pass a background check.

**Hours**

Monday – Thursday, generally 9 am to 2 pm or 10 am to 3 pm, with occasional evening and weekend hours. This position is expected to become full time.