



Administrative Assistant Job Description

About Us

Star House exists to lift young people out of homelessness and into a community of hope. Founded in 2006, Star House operates our nation's only 24/7/365 drop-in center for teens and young adults experiencing homelessness that offers immediate access to safety and hosts continuous best practice research for effective service. Along with the Finance Fund and Columbus Metropolitan Housing Authority, Star House operates the only housing village of its kind in Central Ohio for young people who are exiting homelessness. The organization met the unique needs of 1,160 individual young people in 2022, successfully connecting them with housing, jobs, education, health care, therapy, and a range of community resources.

Star House's mission is to do whatever it takes to support young people as they exit homelessness and thrive in a community of hope. Our vision is to replicate our evidence-based model of service for youth nationally and globally, based on the demand for our services in other communities.

We are seeking an Administrative Assistant who believes in our mission; embodies our values of unconditional love, doing whatever it takes as long as it takes and creating innovative solutions; and who can help us achieve our vision with development expertise.

Job Description

Title: Administrative Assistant	
Work Location: Star House, 1220 Corrugated Way, Columbus, OH 43201	
Reports To: Manager of Team Resources & Development	
<input type="checkbox"/> Full-Time	<input type="checkbox"/> Exempt, Salary
<input checked="" type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt, Hourly
Position Summary: With intrinsic passion for the mission and vision of Star House, the Administrative Assistant provides administrative support to the day-to-day operations of the Fulfillment & Resources Team with a primary focus on human resources initiatives. Key responsibilities include calendar management, project support, data analytics and reporting and records management.	

Responsibilities and Essential Functions:

The following duties are representative of performance expectations; however, the list below is not ranked in order of importance.

- Performs a wide range of administrative tasks, including but not limited to managing calendars, scheduling meetings and organizing events
- Supports various Star House leaders, especially the Manager of Team Resources & Development and the VP of Fulfillment & Resources
- Maintains and updates employee records, ensuring accuracy and confidentiality
- Assists in the recruitment process by posting job openings and coordinating interviews
- Supports the hiring and onboarding process for new hires, including preparing orientation materials and performing other administrative tasks
- Assists with organizing HR-related events such as training sessions, employee engagement activities, all-team meetings and various committees/programs. Provides support for some meetings by preparing agendas and recording minutes/action items
- Provides general administrative support, including preparing reports, maintaining office supplies, placing orders for various HR-related items and managing correspondence
- Assists with the coordination and tracking of various key performance indicators, providing report support and data analytics
- Assists with other HR projects and initiatives, such as performance management, employee surveys and policy development
- Maintains HR reports and systems, ensuring information is accurate and up to date
- Serves as a point-person for some employee inquiries and requests, providing excellent customer service and timely resolution

Note: "Job performance is evaluated according to the policy provisions of Star House and the Educational Service Center of Central Ohio-Council of Governments."

Minimum Qualifications:

- Bachelor's degree OR 1-3 years of administrative experience working in a support role OR equivalent combination of education and experience
- Knowledge of office administration, clerical procedures and recordkeeping systems
- Excellent oral and written communication skills to communicate effectively with a range of constituents
- Excellent skills in the use of G Suite, including Gmail, Docs, Sheets, Forms and Slides; and Microsoft Office Suite, including Word, Excel and PowerPoint
- Excellent organizational skills and attention to detail; highly responsive and organized
- Excellent time management skills with a proven ability to meet deadlines and manage competing priorities
- Ability to excel in a fast-paced environment with often-changing responsibilities

- Ability to understand and provide excellent service to all Star House team members, volunteers and partners
- Ability to organize resources and establish priorities independently
- Ability to work independently and/or on a team
- Ability to handle sensitive information and maintain confidentiality
- Documentation of a clear criminal record in compliance with state statute
- Complies with drug-free workplace rules and Star House and ESC-Council of Governments policies

Note: This assignment may require a valid driver's license and access/availability of a reliable vehicle.

Star House is committed to equal opportunity employment, regardless of race, color, religion, age, sex, sexual orientation, gender identity and expression, socio economic status, national origin, veteran or disability status. In order to further Star House's mission, achieve our vision and live out our values, drawing from the collective wisdom of a diverse group of individuals is essential. With diverse minds influencing our work and decisions, we can go further for the young people we serve, ensuring that our continued programming and the solutions developed along the way are influenced by the best minds.