

ROBERTA'S HOUSE

A Family Grief Support Center

Administrative Assistant II

Location: Baltimore, Maryland

Roberta's House seeks an Administrative Assistant II. to provide administrative support in managing virtual meetings, coordinating executive team schedules, assisting with human resources, and supporting grief program operations. This position is a direct report to the Executive Administrator.

Key Responsibilities

- Coordinate executive calendars, email correspondence, appointments, and meetings; prepare and distribute agendas, take meeting notes, and track follow-up items.
- Organize and support virtual and hybrid meetings, including invitations, materials, technology setup, and participant communications.
- Create and maintain spreadsheets, PowerPoint presentations, electronic files, and administrative reports using Microsoft Office 365.
- Support HR with recruitment correspondence, interview scheduling, onboarding, and maintaining confidential personnel records.
- Maintain organized electronic and physical filing systems consistent with organizational recordkeeping requirements.
- Provide secondary front-desk coverage, greet visitors and clients, and assist with the facility's visitor check-in process.
- Monitor office supplies and equipment needs; completing inventory checks and reorder forms.
- Assist with executive travel arrangements and administrative support for organizational events.
- Assist with facility tours, visits, and special events assigned by Executive Administrator.
- Demonstrate working knowledge of Athena Penelope Database, Microsoft Office Products, and Zoom products.
- Other Duties Assigned: Performs other duties and responsibilities as assigned by the supervisor or organizational leadership, consistent with the needs of the organization and the employee's role, qualifications, and scope of responsibility.

Physical Requirements and Other Conditions of Employment

- Must be able to lift, carry, push, or move up to 25 pounds occasionally, including office supplies, files, boxes, equipment, and materials associated with normal administrative and office operations.
- Must be able to perform routine office activities, including sitting and working at a computer for extended periods; standing, walking, bending, reaching, and using standard office equipment.
- Must possess and maintain a valid driver's license and be able to travel locally as needed to conduct organizational business, attend meetings, deliver or retrieve materials, or support organizational activities.
- Must be able to perform the essential functions of the position, with or without reasonable accommodation.

Qualifications

- High school diploma required; associate degree preferred but not required.
- At least three years of office or administrative experience.
- Proficiency with Microsoft 365 (Outlook, Teams, Word, Excel, and PowerPoint).
- Demonstrates accurate scheduling, clear and legible writing skills, organized and clear record-keeping, excellent customer service, and critical thinking skills.
- Ability to manage multiple priorities, work collaboratively with diverse colleagues and clients, and maintain confidentiality.
- Ability to learn Penelope and other organizational systems; experience with Canva, Photoshop, Adobe, etc.

Work Requirements

This is a 100% on-site position in Baltimore; remote/hybrid arrangements may be arranged by direct supervisor. The role may require limited local travel for agency activities, successful completion of a background inquiry, and occasional event support. Reasonable accommodations are available for qualified applicants.

Equal Employment Opportunity and Nondiscrimination

- Roberta's House is an **Equal Opportunity Employer** and is committed to providing equal employment opportunities to all qualified applicants and employees.
- Roberta's House prohibits discrimination in recruitment, hiring, compensation, promotion, transfer, training, discipline, termination, and all other terms and conditions of employment on the basis of race, color, religion, creed, ancestry, national origin, sex, pregnancy, childbirth or related medical conditions, sexual orientation, gender identity, age, marital status, disability, genetic information, military status, veteran status, or any other characteristic or status protected by applicable federal, Maryland state, or local law.
- Roberta's House also prohibits unlawful harassment and retaliation against any applicant or employee for raising good-faith concern regarding discrimination or harassment, requesting an accommodation, opposing a practice prohibited by applicable law, filing a complaint or charge, or participating in an investigation or proceeding.

Reasonable Accommodation

- Roberta's House is committed to providing reasonable accommodations to qualified applicants and employees with disabilities and to individuals who require accommodations related to pregnancy, childbirth, medical conditions, or sincerely held religious beliefs or practices, as required by applicable law.
- Qualified individuals must be able to perform the essential functions of the position, with or without reasonable accommodation.

Job Description Disclaimer

- This job description is intended to describe the general nature and level of work performed by individuals assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities, skills, qualifications, or working conditions associated with the position.
- Employees may be required to perform other duties and responsibilities as assigned by their supervisor or organizational leadership, consistent with the operational needs of Roberta's House and the general scope of the position.
- This job description does not constitute an employment contract or guarantee of employment for any specified period. Roberta's House reserves the right to modify duties, responsibilities, assignments, and organizational requirements as necessary and consistent with applicable law.

How to Apply

- Submit your résumé and a brief cover letter describing your relevant experience and interest in the position.
- **Application email:** gwbranch@robertashouse.org
- **Email subject:** Administrative Assistant II. – Application
- Roberta's House is an equal opportunity employer. We welcome qualified candidates from diverse backgrounds and value the unique perspectives and lived experiences they bring to our organization.