



## Hampton Roads Community Action Program

2410 Wickham Avenue  
P.O. Box 37  
Newport News, VA 23607

### Job Description

## Administrative Program Manager

**PURPOSE OF THE POSITION:** To assist with a variety of administrative tasks. To contribute to the efficiency of the overall organization by providing excellent customer services and assigned administrative duties are carried out timely and efficiently.

**SUPERVISOR:** Director of Administration

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### QUALIFICATIONS:

- Proven experience as administrative secretary or similar administrative role
- Proficient in MS Office and “back-office” software
- In depth knowledge of office management and basic accounting procedures as well as technical vocabulary of community action programs
- Familiarity with basic research methods and reporting techniques
- Excellent organizational and time-management skills
- Outstanding communication skills
- Integrity and confidentiality
- Completion of a bachelor’s degree in a related discipline and 3 years of experience in project management, coordination and implementation techniques; or a combination of training and experience related to the duties of the position.

### DUTIES INCLUDE:

- Assist in planning appointments, annual awards dinner including the silent auction, board meetings, special events, conferences etc.
- Coordinate CEO special projects including community engagement and staff development. Maintain a database of CEO meetings and conduct follow-up activities as required.
- Serves as the liaison with other departments for effective interdepartmental communication.
- Manages projects, creates project related materials, and determines resources necessary to complete projects by established deadlines. Makes presentations, keeps records, prepares reports and drafts technical correspondence.
- Attend meetings and keep minutes.
- Receive and screen phone calls and redirect them when appropriate.
- Handle confidential documents ensuring they remain secure.
- Prepare invoices or financial statements and provide assistance with bookkeeping.
- Maintain electronic and paper records ensuring information is organized and easily accessible.



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- Conduct research and prepare presentations or reports.
- Assist Director of Administration
- Other duties as assigned.