



Poverello  
House

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## **Job Description**

**Title:** Coordinated Entry System Assistant Administrator (CES Assistant Administrator)

**Hours:** Full-Time (40 hours weekly, non-exempt)

**Reports To:** Coordinated Entry System Administrator

**Purpose:** Assisting the Community Coordinator with all duties assigned to as needed to support the CES Management Team.

### **Job Responsibilities and Duties**

- Cross-trained in coordinating the by-name list and the matching process
- Able to fill in for any roles outlined in the CES team when staff are on leave or positions are temporarily vacant
- Provide support to the entire CES team

### **Qualifications**

- At least 3 years working in an administrative office or office type environment
- Proficient with Microsoft Office 365
- Excellent communication skills; both verbal and written
- Ability to multi-task and work well under pressure
- Proven ability to work independently with guidance

### **Compensation**

- \$20/hour
- Paid vacation (accruals dependent upon time served)
- 9 paid holidays, paid sick time (per applicable laws, plus accruals)
- Medical, Dental/Vision, Life Insurance, SIMPLE IRA retirement, and additional fringe benefits included