Office Assistant

Position

The Mother’s Milk Bank at Austin (MMBA) is a nonprofit organization founded in 1999 to save the lives of fragile babies through the dispensing of prescribed pasteurized donor milk. MMBA has many active programs, including a lab where thousands of ounces of donated breast milk are processed each week, a recipient family and hospital community, volunteers, donor moms and ambassadors, community education initiatives, and more. Our Austin office is the HQ for all of these activities, and we need someone to bring order to the chaos -- an Office Assistant who will maintain organization and handle administrative tasks for our programs with a calm, collected attitude.

This position reports to the Office Manager and supports all programs at the Milk Bank in different ways. It may include advancement opportunities for the right candidate, as we are in a period of company growth and have regular need for support of our programs and operations.

Duties:

- Serve as a visible spokesperson and advocate for MMBA’s mission and program in the Austin community and beyond, while in the office and while attending MMBA events
- Offer clerical assistance including filing, answering and directing phone calls and faxes, troubleshooting office equipment, and running errands outside of the Milk Bank.
- Coordination of incoming and outgoing mail including mailing of donor supplies, outreach materials, and yearly/month mailings.
- Data entry and clean-up for Salesforce and Timeless Medical Systems
- Assistance with meeting and event prep, including board meetings, on-site classes, annual fundraising events, etc.
- Ordering and managing inventory of office and lab supplies, anticipating needs and gatekeeping requests while shopping around for the best deals
- Adherence to HIPAA compliance

Qualifications:

- Commitment to the mission and core values of the Milk Bank
- Professional work ethic
- Organizational, analytical, and time-management skills
- Proficiency in interpersonal and written communication to varied audiences
• Ability to pay close attention to detail, take initiative, and work independently and efficiently to complete tasks as assigned
• Ability to work with small teams, which may include staff members and/or volunteers
• Ability to achieve excellence in database management, data analysis, display, and interpretation
• Fluency in Microsoft Office and Google suite — Excel/Google Sheets, Word/Google Docs, Google Calendar, Gmail, etc.
• Creative thinking — how can tasks be done more efficiently/effectively?

**Hours:** Part time (25 hours per week on a regular, agreed-upon schedule during the office hours of 9 am-5 pm, Monday-Friday) with potential for Full-Time for the right candidate. Evening and weekend event attendance and/or prep in Austin and its surrounding communities may be required occasionally.

**Location:** Mothers’ Milk Bank Austin 5925 Dillard Circle Austin, TX 78752

**Salary range:** $14 - 16, dependent on experience

**To apply:** Please send resume, references and cover letter to Diana Still, Office Manager, by March 20, 2020 via email: diana@milkbank.org. No hand deliveries or phone calls please. Qualified candidates will be contacted for interviews.