Administrative Assistant – Full-time/Non-exempt

$18 per hour
Benefited position

Overview:
The Administrative Assistant is responsible for a broad range of duties associated with the operation of the organization. This position provides high-level administrative support and clerical functions such as answering the main phone, preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. Serves as first point of contact for the organization. Provides direct support to the Executive Director.

Responsibilities:
- Supports the day-to-day operations of the organization with a high level of professionalism
- Oversees office operations including answering the main information phone line for the organization
- Compose and produce business correspondence, reports and related materials
- Edit documents produced by others
- Ensure confidentiality and control access to sensitive information
- Serve as internal resource to administrators and staff
- Perform administrative duties associated with scheduling and coordinating meetings and planning events
- Record and prepare minutes of organization meetings
- Serve as Board of Trustees liaison, which involves preparing agendas, assembling materials for meetings, taking minutes, and disseminating them
- Oversight of organization info email
- Add and update organization information to web-based platforms
- Manage company-wide calendar
- Create, assemble, and distribute press kits
- Manage press file and maintain annual media logs
- Maintain photo library
- Collect and process mail on a daily basis
- Maintain office and seasonal satellite petty cash banks
- Maintain office supplies inventory by checking stock to determine inventory level/anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; and verifying receipt of supplies
- Human Resource functions: prepare bi-weekly payroll summary; post and track vacant job positions; process bi-weekly payroll in the absence of the Finance Director
- Assist Finance Director with general bookkeeping duties
- Assist other organization departments when necessary
- Performs other duties as assigned

Necessary Knowledge, Skills and Abilities:
- Excellent written and verbal communication skills
- Very strong interpersonal and listening skills and the ability to build relationships with staff, board members, external partners, visitors and donors
• Strong organizational and time management skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail and accuracy
• Pleasant and professional phone manner
• Flexible with the ability to multi-task in a highly demanding and sometimes stressful environment
• Able to give and receive constructive feedback in any given situation
• Proven ability to handle confidential information with discretion, be adaptable to various competing demands and demonstrate the highest level of customer service and response
• Must possess a deep knowledge of Microsoft Office Suite
• Experience working with QuickBooks, WordPress, and MailChimp preferred

**Education/Experience:**
- Associate’s degree
- 2-4 years of related experience

**Special Requirements:**
- Must have a valid Driver’s License and clean driving record

**Physical Demands:**
The employee is regularly required to sit and stand; push and pull with force. The employee is occasionally required to climb and stoop; reach with hands and arms; use hand to finger objects and controls. The employee may regularly lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision and peripheral vision; reading of written, printed, or computer screen data.

**Note:**
This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

The organization is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.