



POSITION: ADMINISTRATIVE ASSISTANT

REPORTS TO: This position reports directly to the Director of Development.

PURPOSE: The Administrative Assistant position has the responsibility for supporting administration, human resources, finance, and development staff with a range of office and clerical duties that improve efficiencies and effectiveness. This position is part-time.

EMPLOYMENT CATEGORY: This position is considered NON-EXEMPT under the Fair Labor Standards Act (FLSA) 29 CFR 778.415 – 778.421.

FUNCTIONAL RESPONSIBILITIES:

- Assist Administration, Human Resources, Finance and Development Departments –
- Input gifts in donor database software and generate and mailing acknowledgement letters
- Answer phones and forward messages
- Manage traffic at the front door of administration and interfacing with visitors
- Handle office machinery including copiers, postage machines; assuring supplies are ordered and required maintenance is up to date
- Manage public calendars in Outlook with scheduling and meeting information
- Coordinate meeting room setup with Operations staff
- Order office supplies, business cards, staff t-shirts, etc. for staff and managing supply inventory
- Retrieve mail, opening, and distributing
- Record cash receipts in daily deposit spreadsheet; distributing to finance with copies to applicable staff
- Filing where/when needed
- Take minutes at meetings when requested
- Assist with volunteers regarding checking in, assignments, etc.
- Other duties as assigned



EMPLOYMENT STANDARDS:

- Minimum High School Diploma or equivalent, with Associate Degree preferred
- Minimum 5 years' experience in an administrative support role
- Proficient in Microsoft Office software including Word, Outlook, Excel; other software experience, including Sage, a plus
- Experience working with various office machines, phone systems
- Pleasant demeanor and excellent interpersonal skills required

EMPLOYEE NAME: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

EXECUTIVE DIRECTOR'S SIGNATURE: _____ DATE: _____