

Communications & Finance
Administrative Assistant
Job Description

Job Title and Level :
Administrative Assistant
Part-Time Support Staff

Minimum Education Requirements:
High School Diploma

General Purpose:

This position will work to provide the appropriate administrative structure; office management and communication to ensure that the Communications and Finance Departments reach the goals that have been set. The Administrative Assistant is subject to the vision, goals and supervision of the Director of Communications and Director of Finance. This person must be highly organized and have experience in proofreading and other administrative tasks. They must be willing to work in a team setting and be great at connecting with people.

Overall Responsibilities:

- **Finance and Budget**
 - Purchase order management
 - Maintain multiple budgets
 - Process bank reconciliations
- **Communications**
 - Responsible for answering calls to the main office and routing appropriately
 - Handle emails and letters with appropriate responses
 - Oversee and produce the weekly resources
 - Maintain various spreadsheets
- **Calendar**
 - Maintain accurate calendars for the Communications department.
 - Schedule and approve events in our main database and execute any follow-up that is needed.
- **Volunteer Registration**
 - Collect and organize volunteer information
 - See that all volunteers and staff go through proper training and forms
- **Oversee all Ordering**
 - Contact vendors
 - Keep up with estimates and invoices
- **Other duties as assigned**

Office hours each week (20 hours a week).