TITLE: Administrative Assistant
GRADE: II

Summary of Duties:

Responsible for supporting the projects and activities of the Executive Director and all agency programs. This person would maintain the agency data base and be responsible for statistical reporting to funding sources. The Administrative Assistant provides clerical support to all agency staff. S/he must be a self-starter with attention to detail and accuracy.

Specific Duties:

- Provides administrative support to ensure efficient operation of office.
- Answers phone calls, schedules meetings and supports visitors.
- Carries out administrative duties such as filing, typing, copying, data entry etc.
- Exhibits polite and professional communication via phone, e-mail, and mail.
- Maintain large databases for mailing lists.
- Prepare and distribute correspondence, forms and reports.
- Maintain statistical database, gather program data from staff and generate reports.
- Operation of all office machines.
- Prepare program folders, brochures and agency documents as requested.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
- Assist with agency events, including agency's annual summer camp.
- Provide agency-wide support by answering phone calls, providing referrals, completing mass mailings, large copying projects, editing agency publications and filing agency resources.
- Assist administration with other duties deemed necessary and fulfill other administrative duties as required.

Skills and Abilities:

- Excellent time management skills and the ability to prioritize work
- Strong organizational skills with the ability to multi-task
- Excellent written and verbal communication skills
- Excellent organizational skills with attention to detail
- Proficient in various computer programs (i.e. Microsoft Word, Excel, and Outlook, Microsoft PowerPoint and Adobe Acrobat)

Qualifications:

Associates Degree in Administrative Assistance and two (2) years of experience
OR
High school diploma, including or supplemented by courses in word processing and/or computer programming with four (4) years of experience

**Excellent Benefits Package
Please send resume and cover letter to jobs@thecouncilec.org

NO PHONE CALLS PLEASE