



Job Description—Administrative Assistant

Responsibilities and Tasks

1. Maintain financial records in keeping with approved financial policies and guidance from Treasurer and Executive Director.
2. Manage and maintain accurate records for petty cash accounts.
3. Maintain donor records in GiftWorks database.
4. Manage correspondence with donors.
5. Answer phone, manage answering machine and messages for staff.
6. Assist program staff with materials and communication with participant families.
7. Maintain administrative office and supplies.
8. Manage purchasing of supplies and materials as needed.
9. Collect and maintain records of family contributions.
10. Attend family meetings to provide continuity of messaging with families.
11. Provide administrative support for the Executive Director, Director of Operations, and Director of Family Literacy.

Qualifications, Skills and Abilities

1. Strong written and oral English communication skills.
2. Basic Spanish communication skills.
3. High school graduate with some post-secondary education.
4. Proficiency with MS Office and QuickBooks.
5. Ability to learn new software quickly.
6. Interest in supporting our community values.
7. Preference will be given to bilingual candidates or those with experience living and/or working in cross-cultural settings.

Relationships

1. Works under the supervision of the Director of Operations.
2. Collaborates with the Treasurer, and Volunteer Coordinator.

Hours

16 hours/week, Monday through Thursday, 9:00 a.m.—1:00 p.m.

Revised 02/6/2017