Executive Coordinator/Administrative Assistant

JOB DESCRIPTION

Position Summary:

Responsible for the administrative coordination of the office, providing administrative and clerical assistance.

Essential Duties and Responsibilities:

Support of Executive Director:

- Provides administrative support to the Executive Director through opening, sorting and responding, as appropriate to mail and telephone contacts. Prepare correspondence, reports and other documents and material, maintains files. Maintains appointment and meeting calendars, arrange meetings, secures and prepares facilities, prepares the Executive Director for meetings.
- Provides administrative support to Executive Director facilitating the operations function within the agency including preparing correspondence, reports and other documents and material.
- Aids manager/executive with collecting and tabulating data, preparing reports. Maintaining program files, developing and maintaining related forms.

Support of Staff:

- Maintains appointment and meeting calendars, arrange meetings, secures and prepares facilities, makes related travel arrangements, prepares the manager/executive for meetings.
- Contacts outside agencies and groups for meetings, gathering of information and other operational responsibilities.
- Prepares handouts and materials for workshops and trainings and oversees details of hosting onsite trainings.
- Maintains inventory of supplies and makes necessary orders.

Support of the Board:

- Provides administrative support to the Board of Directors, provide information as requested, maintaining on-going communications. Prepared and distributes Board meeting materials. Maintains Board files and records.
- Takes and transcribes minutes of meetings and prepared follow-up materials for the department, center and appropriate board committees.

Support of Our Members:

- Maintains communications via quarterly newsletter, social media, and weekly emails.
- Maintains website.
- Membership database maintenance and monthly invoicing.
- Monitors and updates workshop registrations, prepares member and workshop invoices, receives and records payments.
- Responds to requests for information or services and directs to the appropriate staff.

Other Essential Support:

- Gathers and completes grant information.
- Conform with and abide by all regulations, policies, work practices and instructions.
- Performs other duties as assigned.

Education/Training/Experience

- Must have minimum of Associates Degree or equivalent experience.
- Minimum of 3-5 years experience in an office setting.
- Experience with all MS Office programs.
- Knowledge of Adobe Creative Suite a plus

Job Knowledge, Skills & Abilities

- Detail oriented.
- Excellent communication skills both written and verbal.
- Ability to work effectively and independently within their work area.
- Routine testing/training on various job related skills and competencies.

Physical Demands:

- Requires sitting for periods of time working with computer, standing and walking periodically.
- Employee may need to lift or move 10 to 20 pounds during a workday.

Work Environment:

Normal well-lit office environment where there is no physical discomfort due to extreme temperature, dust, noise and the like.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all requirements.

Nonprofit Network strives to be a model of inclusion. We engage all people with dignity and respect. We believe that bringing diverse individuals together is essential to effectively address the issues that face current and prospective partners. We are an EEO employer.