



Job Description

Job Title – Administrative Assistant (Admin)

Nature of Work:

The Administrative Assistant provides direct administrative and organizational support to the Chief Executive Officer and assists with general office coordination. This position plays a key role in ensuring efficient daily operations by managing schedules, coordinating communications, organizing documents, and supporting internal and external initiatives.

The Administrative Assistant must exercise a high level of professionalism, discretion, and attention to detail, and be capable of handling confidential information. This role requires strong organizational skills, the ability to prioritize tasks, and the capacity to work independently in a fast-paced nonprofit environment.

Job Essentials:

- Commitment to core values of Excellence, Compassion, Stewardship, and Community.
- Possess the ability to comprehend the importance of and confidential nature of all information.
- Speak, write, read, and understand the English language well enough to perform the essential duties of the job.
- Ability to meet deadlines.
- Possess math skills for adding, subtracting, multiplying, and dividing sufficiently to perform the required tasks.
- Possess the dexterity to use a computer, telephone, and other office equipment.
- Must be able to hear with or without amplification devices.
- Demonstrate critical thinking skills, along with a self-motivated and goal-oriented attitude.

Job Duties:

Executive Support

- Manages and maintains the CEO's calendar, including scheduling meetings, appointments, and events.
- Coordinates logistics for meetings, including preparation of materials and follow-up items.
- Drafts, edits, and formats correspondence, reports, and presentations.
- Assists with email management, including prioritizing and responding as appropriate.
- Tracks action items and ensures timely follow-up.

Board & Committee Support

- Assists with preparation of Board and Committee meeting materials (agenda, packets, minutes).
- Coordinates meeting logistics and maintains organized records of Board documents.
- Supports communication with Board members as directed.

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Administrative & Office Support

- Maintains organized electronic and physical filing systems.
- Coordinates internal documents, contracts, and reports.
- Assists with data entry and recordkeeping across systems (i.e., CRM, shared devices).
- Supports general office coordination and administrative needs.
- Manages incoming and outgoing mail, including sorting, distributing, and ensuring timely delivery to appropriate staff.

Communications & Coordination

- Serves as a point of contact for internal and external communications.
- Assists with drafting emails, announcements, and basic outreach materials.
- Coordinates with staff across departments to gather information and ensure alignment.
- Supports special projects, events, and initiatives as assigned.

Other Duties:

Other duties as assigned by the Chief Executive Officer or another member of the Executive Leadership Team. Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Education and Experience:

- Associate's degree or equivalent experience required.
- Two plus years of administrative support experience preferred.
- Experience supporting executive-level staff or nonprofit organizations preferred.
- Proficiency in Microsoft Office (Outlook, Word, Excel); experience with shared drives and basic systems preferred.
- Strong attention to detail, accuracy, and organizational skills.
- Well-developed interpersonal skills, time management and crisis management skills; organization and prioritizing abilities; attention to detail and accuracy; sound judgment and reasoning ability; excellent written and oral communications skills; and ability to meet deadlines.

Work Conditions:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, telephones, photocopiers, and filing cabinets. This is a smoke-free environment. Reliable transportation and possession of a valid driver's license are required. The employee may be required to travel throughout the day and commence the workday at different locations.

Physical Demands:

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, use hands to finger, handle or feel, and reach with hands and arms. The employee will be seated for long periods of time. The employee may be required to lift items up to 10 pounds.

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Supervisory Responsibilities:

The Administrative Assistant does not perform any supervisory duties.

FLSA Status: Non-Exempt

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Signature:

The employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the Administrative Assistant position.

Employee

Date