



**Position Description:** Administrative Assistant

**Basic Functions:** The administrative assistant position performs various office functions including but not limited to data entry, records management, scheduling, reporting, and some bookkeeping tasks; coordinates workshop administrative tasks and assists the executive director.

**Principal Responsibilities:**

1. Coordinate external communications with all parties including staff and contractors etc.
  1. Organize administrative tasks for virtual and in-person programming
  2. Support email communications for the organization
  3. Support the operations of JA staff and board meetings
  4. Confirm Event Registrations and coordinate trouble shooting efforts
2. Maintain inventory records of physical equipment through cycle counts and usage
3. Ensure information is consistent between the website and record management system
4. Reserve physical and virtual meeting rooms and locations for the organization
5. Enter various program and event data into records management system
6. Enter instructor and volunteer data into records management system
7. Create management reports from records management system
8. Maintain an orderly records management system
  1. Enter donor information into records management system (RMS)
  2. Maintain consistency between the RMS and the website
  3. Create management reports
9. Record cash receipts and make bank deposits as a back up to the accountant
10. Manage multiple calendars for the executive director
11. Provide clerical and administrative support to the executive director as requested

**Desired Qualifications:** The operations assistant should have an associate's degree in accounting or business administration, or equivalent business experience or educational preparedness, as well as knowledge in customer relationship management software, and virtual meeting software (Google Meet, Zoom etc). Must have experience in using Microsoft Office products, i.e. WORD and EXCEL, and/or Google Suite. Organizational and prioritization skills are required, as well as an ability to learn quickly and work within routine deadlines; observant and self-motivated.

**Supervises:** None

**Status:** Part-Time (10 to 15 hrs/wk), majority remote with occasional in-person activity.