



Job description

Administrative Assistant
Non-Exempt, PT 20-25 hours/week

Position title

Administrative Assistant

Position Compensation

\$15 hour

Reporting to

Executive Director

Position summary

The Administrative Assistant is responsible for supporting the Executive Director and Director of Programs by organizing and completing tasks in accordance with the standards set out by the organization.

Duties and responsibilities

General Office

- Welcome and greet clients and office guests, answer phones in a professional manner and direct calls to appropriate persons or take detailed messages (when in office)
- Ensure office is kept clean and organized at all times
- Support office staff and executives with clerical tasks such as filing, typing, copying, binding, scanning, etc.
- Carries out paper and electronic correspondence and prepare outgoing mail and packages for executives
- Help prepare presentation materials/Research needed by ED
- Maintains supplies inventory by checking stock to determine inventory level, anticipating need supplies, placing, and expediting orders for supplies
- Take detailed minutes in meetings
- Works independently and in conjunction with a team on special nonrecurring and ongoing projects. May act as project manager for special projects and events as requested by the Executive Director.

Marketing

- Update LEAD calendar/ posting of events
- Oversee communications on social media platforms

Financial

- Tracks income, makes bank deposits and completes monthly bank reconciliation under the supervision of the executive director when assigned

Qualifications

- Ability to work with a diverse group of people
- High school diploma
- 3+ years of experience as an administrative assistant a plus
- Fast, proficient, and accurate typist
- Proficient with Microsoft Suite and common office equipment
- Excellent customer service and communication skills
- Self-starter who works well independently
- Organized
- Professional demeanor
- Bilingual a plus
- Enthusiasm for the mission of LEAD Girls of NC and the families we serve
- Access to reliable Transportation

To Apply

To apply, send your résumé and cover letter to Joy Nelson Thomas at joy@leadgirls.org.
No calls please.