

Job Description—Administrative Assistant

Under the Direction of the Program Administrator; perform the following duties as well as any other assigned tasks.

Current job title: Administrative Assistant

Industry: Non-profit organization

Department: General office

Special training or attributes needed or helpful to get job in this industry (or specific department): Experience working in non-profits (is helpful, but probably not necessary); ability to wear many hats: Heavy phone, scheduling, working with volunteers, managing office systems, tech support. Must have working knowledge of MS Word, Excell, Outlook.

Typical work hours: 20 Hours a Week

Weekends or overtime hours: No overtime.

Benefits (direct or indirect): No Benefits

Critical soft skills: Good communication skills; Good Telephone skills, ability to get along with a variety people; attention to details; promptness and reliability; flexibility