



JOB DESCRIPTION

Position Title: Administrative Assistant
Status: Full-time non-exempt
Supervised by: Director of Consulting Services

Job Summary:

Provides administrative support to consulting services, volunteer services and development/marketing. Supports Director of Consulting Services, Manager of Volunteer Services and Director of Development/Marketing.

Essential Functions:

Assists with preparation of consulting service agreements, project tracking, invoicing and final reports, and post-project communication
Coordinates food, A/V, meeting room reservations and set-up for volunteer trainings; helps with other program support, including PowerPoint presentations, copies, etc.
Supports custom training programs
Provides administrative support to Director of Development/Marketing on annual campaign, events and donor relations.
Works with the DonorPerfect system to enter financial donations, update records, acknowledge donations, etc.
Greets and directs visitors, answers phones and callers, sorts and delivers mail
Staffs the Common Good Store checkout desk in the absence of Store Manager
Provides support for CEO in absence of Executive Assistant
Other duties as assigned

Skills and Specialized Knowledge:

Ability to work as a team player in a fast-paced environment
Prioritize and manage multiple and diverse projects; ability to multi-task
High level of concentration with attention to detail
Sound judgment and decision-making
Excellent written and verbal communication skills, listening skills
Ability to handle sensitive information, maintain confidentiality, work with integrity
Good working knowledge of Microsoft Office (Word, Excel, PowerPoint) and QuickBooks
Ability to quickly learn new processes and software applications

Education/Experience:

High school diploma, some college preferred