

Job Profile - Administrative Assistant

Location: Gold In September 528D Wells Street, Delafield, WI 53018

Hours: Part-time, 30 hours a week, 9 a.m.-3 p.m. Monday-Friday

Reports to: Executive Director

Job Purpose

Administrative Assistants ensure the efficient day-to-day operation of the office, and support the work of management and other staff.

Primary Duties and Responsibilities

Administrative Assistants perform a wide range of duties including some or all of the following:

Reception

- Answer general phone inquiries using a professional and courteous manner
- Direct phone inquiries to the appropriate staff members
- Reply to general information requests with the accurate information
- Greet clients/suppliers/visitors to the organization in a professional and friendly manner

Office administration

- Use computer word processing, spreadsheet, and database software to prepare reports, memos, and documents
- Sort incoming mail, faxes, and courier deliveries for distribution
- Prepare and send outgoing faxes, mail, and courier parcels
- Forward incoming general e-mails to the appropriate staff member
- Forward voice mail from the general mailbox to the appropriate staff member
- Purchase, receive and store the office supplies ensuring that basic supplies are always available
- Code and file material according to the established procedures
- Update and ensure the accuracy of the organization's databases
- Back-up electronic files using proper procedures
- Provide secretarial and administrative support to management and other staff
- Make travel, meeting and other arrangements for staff
- Coordinate the maintenance of office equipment

Development and Special Event Support

- Assist with development efforts for the annual gala
- Support the President in the planning and execution of 8-12 annual cultivation events
- Responsible for preparing solicitations for the annual gala
- Assist with fundraising event planning including coordination with the contract event planner and vendors
- Create and send out all event invitations, monitor RSVPs, staff the office event hotline
- Manage the development calendar informing staff of deadlines and time frames
- Prepare sponsorship proposals, donor agreements and solicitations for the President and Executive Director
- Assist the Finance Manager with tracking and recording all donations
- Monitor online donations
- Prepare and provide all donor receipts
- Additional duties as assigned related to event planning and development

Assist with financial management

- Code and file financial material according to established records management procedures
- Assist with financial reports as required
- Month end duties as required

Provide Board support

- With the President and Executive Director, prepare meeting agendas and supporting material for distribution
- Ensure the timely distribution of material to the Board
- Support the Board with meeting, travel and other arrangements
- Draft minutes of Board meetings for review by the President and Executive Director
- Create action list for management staff from board meetings

Qualifications

Education

- High School Diploma
- Post- secondary education in business, computers, or office management is an asset

Interested candidates should send a resume and cover letter to Beth Lunow, Gold In September Executive Director at beth@goldinseptember.org