Position: Administrative Assistant

Reports to: Executive Director

Date: February 21, 2019

Approved by: Executive Director

Job Summary:
The role of the Administrative Assistant is supporting the operations of Project 4031 and our Executive Director and Program Services Coordinator. Duties include assisting in daily office needs and managing our organization's general administrative activities.

Responsibilities:

1. **General Administrative**
    a. Answer and direct phone calls
    b. Organize and schedule appointments
    c. Coordinate meeting/event logistics and take detailed minutes
    d. Develop and maintain a filing system
    e. Order office supplies
2. **Reporting/Finance**
    a. Budget management
    b. Open mail and prepare deposits for bank
    c. Quickbooks data entry and system management
        i. Cut checks for ED Siganture
    d. Pay bills and manage vendor relationships
    e. Pull and prepare regularly scheduled reports
    f. Liase with auditors to prepare all necessary items
3. **Database Management**
    a. Manage and maintain CRM (Salesforce)
    b. Reponsible for data entry pertaining to –
        i. Programs
        ii. Contributions (donors)
    c. Assist with data entry into Special Events databas, Greater Giving
4. **Communications**
    a. Write, edit and submit newsletter for approval
    b. In conjunction with Executive Director, manage donor appreciation plan
5. Participate in Professional Development.
6. Adhere to the values of Project 4031 and convey its purpose to others.

In Accordance with Project 4031's team philosophy, carries out or assists with other tasks in addition to those listed in the job description.

Qualifications:
Bachelor's Degree preferred; however, two years related work experience may be considered a substitute.

Skills/characteristics:

- Working knowledge of computers and software applications. Including, but not limited to – Quickbooks Online, Salesforce, Greater Giving, MS Office
- Non-profit experience preferred, not required
- Ability to develop spread sheets, charts, and graphs using percentage calculations, etc.
- Enjoys teamwork; displays strong interpersonal skills.
- Demonstrates strong written and verbal communication skills.
- Exhibits problem solving skills.
- Ability to be flexible and to multi-task effectively, managing multiple efforts simultaneously.
- Possess the following personal attributes:
    - Integrity
    - High energy level
    - Personable
    - Positive Attitude
    - Sense of humor