POSITION DESCRIPTION

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| **Position:** | Administrative Assistant |  | **Reports to:** | Executive Director |
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| SUMMARY: |
| The Administrative Assistant will develop and coordinate special events and projects that support Lake Family Resource Center (LFRC). Projects are geared to generate funds, community participation, awareness and support of LFRC. Manage overall marketing and promotion of agency events. Assist in the overall strategy and execution of program communications as support for multiple program managers. Provide administrative support to the Executive Director. |

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| ESSENTIAL FUNCTIONS: |
| * Coordinate ongoing fundraisers/events for Lake Family Resource Center.
* Plan, monitor event budget, location and reservation of facilities, permits, food, entertainment, and equipment.
* Actively promote special projects and agency to community stakeholders and in the broader community.
* Develop community ties and achieve community engagement and fundraising goals.
* Organize direct mail campaigns and other marketing strategies to reach potential contributors, partners, and clients
* Assist in researching public and private grants in collaboration with Executive Director and grants team to identify other sources of funding and assist in grant preparation.
* Monitor project budgets.
* Coordinate monthly reports for Administration.
* Perform clerical duties, answers and screens telephone calls in a professional and timely manner; takes accurate messages with a high degree of professionalism and courtesy; arranges conference calls.
* Exercise considerable judgment and discretion in handling requests.
* Compose, type, scan, and distribute professional correspondence and memoranda, E-mails, and faxes, using individual initiative and as assigned.
* Proactively establish, and maintain highly organized filing system; file correspondence and other records.
* Coordinate ED’s email, voicemail, calendar and schedule appointments, ensuring all parties are informed of and kept abreast of schedule awareness.
* Conduct research; compiles and types statistical reports.
* Coordinate Board of Director and Advisory Committee meetings duties including but not limited to preparing and distributing agendas and other meeting materials, reserving and  preparing facilities, and recording and transcribing meeting minutes.
* Attend required meetings and other functions as needed.
* Prepare work agreements and proposals.
* Manage social media for organization as requested with proactive posts programmed weekly.
* Demonstrates a high level of professionalism in dealing with confidential and sensitive issues.
* Prepares accurate and timely reports as required.
* Manage survey project for agency focused on all stakeholders, clients, employees, partners, founders, and donors.
* Interface with public relations, marketing, and other appropriate department/staff to coordinate media activities.
* Write press releases and other collateral as required.
* Other duties as assigned.
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| POSITION SPECIFICATIONS: |
| Bachelor’s Degree or equivalent work experience in business, marketing, public relations or human/social services preferred. Prefer candidate with administrative experience. * High level of proficiency in Microsoft Office Suite and
* Ability to quickly learn new software programs
* Professional written and oral communication skills required.
* Ability to organize time effectively and work on multiple projects.
* Must be able to handle multiple tasks with accuracy and good organizational skills.
* Work with minimal supervision.
* Must work well in collaboration with community partners, staff, etc.
* Keystroke a minimum of 50 wpm.
* Professional appearance and demeanor.
* Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
* Proven ability to handle multiple projects and meet deadlines.
* Strong organizational and problem-solving skills; able to manage priorities and workflow.
* Ability to work independently and as a member of various teams and committees
* Acute attention to detail.
* Commitment to excellence and high standards.
* Ability to work on complex projects with general direction and minimal guidance.
* Ability to deal effectively with a diversity of individuals at all organizational levels.
* Good judgment with the ability to make timely and sound decisions.
* Creative, flexible, and innovative team player.
* Demonstrated ability to plan and organize projects.
* Knowledge of project management and design.
* Ability to understand and apply multiple project/program guidelines is required.
* Valid California Driver’s License and proof of vehicle insurance.
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| **PHYSICAL DEMANDS:**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.While performing the duties of this job, the employee is regularly required to stand; walk, use hands to finger, handle, or feel object, tools, or controls; and to talk or hear. The employee frequently is required to reach with hands and arms, stoop, kneel and crouch. The employee is occasionally required to climb or balance; crawl; and taste or smell.The employee must regularly lift and/or move up to 20 pounds. The employee frequently lifts and/or moves up to 30 pounds, and occasionally lifts and/or moves up to 50 pounds.Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.  **WORK ENVIRONMENT:**The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of his/her job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.            While performing the duties of this job, the employee frequently works indoors and in outside weather conditions. The noise level in the work environment is usually mild to moderate.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employee Signature DateYour signature acknowledges that you have read and understand the requirements of this employment position.  |
| **COMPENSATION:** Full time position$15 to $16/hr DOE plus benefits |