



JOB POSTING

Position: Administrative Assistant

Reports to: President/CEO

Qualifications: High School degree or equivalent, secretarial/administrative studies a plus. Must have access to transportation, valid driver's license, and meet state required automobile insurance minimums.

Position Purpose: This position is responsible for providing high level administrative support for the Chief Executive Officer. Significant emphasis on communication with the Board of Directors and BBBS agency management staff.

Responsibilities:

- Support CEO with planning, scheduling, and execution of duties as applicable.
- Prepare and manage materials, attendance, and records for board meetings.
- Responsible for processing and filing all notices, agendas and minutes of board and committee meetings. Maintain confidentiality with all related files (electronic and manual).
- Assist with CEO's duties related to board development, community relations, strategic planning, and fund development.
- Handle all of the Chief Executive Officer's work in an extremely confidential manner.
- Maintains calendars and schedules for CEO, with access to multiple other managers.
- Assume all special duties assigned by the Chief Executive Officer.
- Perform research and data collection functions as necessary and when assigned.
- Assist with the execution of special events.
- Coordinate and order supplies, food, flowers, where applicable and when approved for agency activities.
- Assist with clerical and support duties, including typing, filing of confidential client/donor information, data entry, answering phones, assist with mailing and deliveries.
- Screen and assist with phone calls. Serve as initial contact with clients, volunteers, vendors, the general public, and donors and act as a liaison between the public and the agency staff.
- Submit monthly status reports to designated staff.
- Coordinate communications with other management members as appropriate regarding all management needs and agency priorities.
- Assist with inter-office, weekly communications.
- Attend all staff meetings; record and disseminate staff meeting minutes.
- Attend Agency fundraisers and program activities as assigned.

Salary range: \$14-\$16/hourly, based on experience

Application instructions: Interested applicants should send letter of interest and resume to info@bbbsflint.org