



Job Title: Administrative Assistant

Job Summary:

Administrative assistant handles the day-to-day communications for the director and managerial employees in the organization. This role answers calls, takes messages, schedules meetings, writes letters and prepares financial reports. This role opens and sorts mail and delivers it to the appropriate personnel. The administrative assistant will respond to email inquiries or route them to the appropriate staff.

Duties/Responsibilities:

- Track funding, organizing billing & payments
- Prepare monthly & quarterly reports for funders, both narrative and financial
- Open and sort mail, conveying messages to organization administrators
- Maintain good order within the office and organizational reach
- Oversee office equipment and ordering of supplies

Candidate Requirements:

- Prior administrative experience
- Excellent computer skills, especially typing
- Excellent written and verbal skills
- Attention to detail
- Bilingual in Spanish preferred
- Desire to be proactive and create a positive experience for others