

POSITION DESCRIPTION

POSITION TITLE: Administrative Assistant

DEPARTMENT: Administration

SUPERVISOR'S TITLE: Executive Director

FLSA STATUS: Non-Exempt

POSITION PURPOSE

The administrative assistant is primarily responsible to provide administrative support and act in support of the executive director to implement the LHC mission, goals and objectives to ensure LHC maintains status as an elite leadership program.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

To be successful in this role, an individual must be able to perform in a satisfactory manner the functions listed below. The organization will make reasonable accommodations to enable individuals with disabilities to perform these functions.

ESSENTIAL FUNCTIONS

- Provide support related to all programs and special events, including but not limited to updating curriculum, arrangement for facilities, transportation, speakers, lunches, snacks, evaluations, speaker thank you notes, etc.
- Assist executive director in all fund raising activities, including but not limited to maintaining contact database, mailings, letters, invoices, and other communications.

OTHER FUNCTIONS

- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- Proposes changes to organization policies and procedures.

EDUCATION AND/OR EXPERIENCE

To perform this job successfully, an individual should have an equivalent of the following education and/or experience.

- High school diploma/GED required.
- One to two years customer relations, Microsoft Office suite required.
- Experience with customer relationship management (CRM) software, preferred.
- Experience with bookkeeping, a plus.

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. The company will make reasonable accommodations to enable individuals with disabilities to perform these functions.

Technical/ Computer/ Office Equipment

- Proficiency using a computer, including Microsoft Office programs, the internet, spreadsheets and databases.
- Ability to operate office equipment, including printers, copiers, fax machines, calculator and phones.
- Ability to prepare records, letters, reports and other formal documents.
- Ability to process data.
- Ability to use and create spreadsheets, databases and other software applications.

Communication and Relationship Skills

- Above average verbal and written communication skills including the ability to describe and explain concepts.
- Ability to communicate to various groups of people.
- Maintains confidentiality and uses discretion regarding organizational information.

Analytical and Judgment Skills

- Ability to make judgments based on interpretation of information, when others’ opinions may be in conflict, and to know when to seek assistance.

Planning and Organizational Skills

- Ability to make meeting/conference arrangements.
- Ability to work efficiently in conjunction with other offices or organizations.

Financial Skills

- Ability to track and control revenues.
- Ability to collect cash/ checks and other valuables
- Ability to perform basic and advanced mathematical computations including fractions, percentages, and ratios.
- Ability to check and verify financial documents.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The environmental and physical demands described here are representative of those an individual must meet to successfully perform the essential functions of this job. The company will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- Ability to work in a deadline oriented office environment on a flexible work schedule.
- Ability to sit for extended periods and operate computer work station.
- Ability to work independently with minimal supervision.
- Ability to interpret policies and take appropriate action on such.
- Work performed is reviewed and checked on a regular basis.
- Ability to sit and stand for periods of time and to move intermittently throughout the workday in fast paced environments.
- Ability to be exposed to noise, inclement weather, and extreme temperatures.
- Strong sensory skills, such as good hearing, dexterity, feeling, and good eyesight, including the use of color perception.
- Ability to speak clearly.
- Ability to interact frequently with others, both in person and through phone, e-mail, and written correspondence.
- Ability to push/pull, lift, move, and carry up to 30 pounds.
- Ability to travel as needed.

I have read the job description and understand the qualifications and responsibilities of this position.

Signature

Date