



PART TIME ADMINISTRATIVE ASSISTANT

POSITION PURPOSE

The administrative assistant is primarily responsible to provide administrative support and act in support of the executive director and program director to implement the LHC mission, goals and objectives to ensure LHC maintains status as an elite leadership program. The administrative assistant will work approximately 15-20 hours per week.

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 documentation per program director's needs, arrangement for facilities, lunches, snacks, evaluations, speaker thank you notes, and other relevant tasks as required.
- Assist executive director in all fund-raising activities, including but not limited to maintaining contact database, mailings, letters, invoices, and other communications.

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.

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 or equivalent combination of education and experience.
- One to two years customer relations, Microsoft Office suite required.
- Experience with customer relationship management (CRM) software, preferred.

QUALIFICATIONS AND SKILLS

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.

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.