



The Hub585 Job Description

JOB TITLE:	Administrative Assistant
REPORTS TO:	Director of Operations
PAY RANGE:	\$18-\$22
TYPICAL SCHEDULE:	20-25 Hours per week
FLSA STATUS:	Non-Exempt

PURPOSE SUMMARY: Reporting to the Director of Operations, the Administrative Assistant provides support to help manage the day-to-day operations. Responsibilities include basic bookkeeping, event support, database management, and general office support.

The Administrative Assistant must be a strong communicator and enjoy working in a mission-driven, results-driven, and community-oriented environment.

Essential Functions	Percentage of time spent
<p>Administrative Support: This position is responsible for providing general administrative support as needed, including but not limited to:</p> <ul style="list-style-type: none"> • Perform basic bookkeeping tasks including organizing/collecting receipts, assisting with bill paying, mailing checks, invoicing, running financial reports, assisting with annual audit etc. • Purchase office supplies and keep storage room stocked and organized • Prepare for Board of Directors and Committee meetings by printing agendas, minutes, and other documents • Scheduling meetings and reserving meeting rooms for the organization and our partners. • Assist with maintaining organizational files and documents • Assist with coordinating insurance coverage for staff and the organization • Serve as first point of contact for the organization • Manage donor database • Assist with coordinating repair and maintenance of office equipment, including computers, phones and printers • Assist with managing and coordinating the calendars of Senior leadership • Perform general administrative support 	70%
<p>Special Events:</p> <ul style="list-style-type: none"> • Coordinate The Hub585 tabling at community events • Assist with scheduling of tours and field trips • Assist with coordination of event logistics 	15%
<p>Communications:</p> <ul style="list-style-type: none"> • Assist with monthly newsletters • Coordinate website updates • Assist with donor communications, including appeal and thank you letters • Coordinate bulk mailings 	15%

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| • Maintain organizational archives | |
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OTHER DUTIES:

- Receiving and Sending mail
- Support Director of Operations as needed with strategic projects, Human Resources, Safety, and Facilities responsibilities.
- Take on additional tasks as directed by the Executive Director and Director of Operations.

QUALIFICATIONS:

- Minimum two years related experience; nonprofit experience a plus.
- Strong interpersonal skills with the ability to take initiative, multi-task, be a team-player, flexible, adapt to shifting priorities, and prioritize work.
- Solid written and oral communication skills and excellent phone manner.
- Demonstrated writing and analytical skills.
- Excellent organizational skills, commitment to accuracy and attention to detail.
- Ability to access a wide range of sources and networks for information.
- Strong attention to detail and ability to work as a team member with minimal supervision.
- Good working knowledge of all Microsoft Office applications.
- Ability to handle sensitive and confidential situations with diplomacy.
- Ability to multitask and prioritize in a dynamic work environment.
- Ability to develop effective work plans, organize details, set priorities, and meet deadlines.
- Ability to operate and troubleshoot standard office equipment.
- Highly experienced in electronic communications.
- Proficiency with spreadsheets, databases, and word processing. Familiarity with QuickBooks is a plus.
- Interest in and commitment to The Hub585 mission.

HOURS AND BENEFITS:

Part-time, occasional evening hours will be necessary.

- Positive organizational culture
- Flexible work environment
- Growing and thriving organization

Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Interested candidates send resume to Faith Phelps at fphelps@thehub585.org

