



www.allianceforgreaterworks.org

2080 N. Hwy. 360, Suite 100
Grand Prairie, TX 75050
Office: 817.835.0271

ADMINISTRATIVE ASSISTANT

The Administrative Assistant manages and oversees the day-to-day administrative support activities of the office, training, technical assistance, and special initiatives. Acts as the primary point of contact for both internal and external customers, assists and represents the President in communicating with customers, and handles multiple incoming issues and concerns addressed to the President and the organization, as they arise.

Administrative support responsibilities will include:

- Coordinate, schedule, and manage calls, meetings, client visits, speaking engagements and conferences for two Managing Directors
- Support travel including securing airfare, transportation, keeping up to date on internal travel policies, etc.
- Complete expense reports in a timely and accurate fashion
- Help ensure the contact management database is kept current, using a customer relationship management system to track contacts and business development activities as needed
- Work with Chief Administrative Officer to identify potential funding sources to support *Greater Works'* goals, priorities, and special initiatives.
- Assist with printing and general administrative duties as needed
- Greeting clients, setting up meetings, ordering supplies, serving as IT office liaison, administer social media (Facebook, Twitter, Instagram), working with the team to ensure smooth operations in both Grand Prairie and S. Dallas office.
- Partner with other operations staff members to address overall organization's needs. Other duties and projects as assigned typical of a small, growing office.

Requirements:

- At least 3+ years of experience supporting executives and/or other relevant administrative experience; ideal opportunity for a college graduate with a few years of professional experience
- Extremely organized with strong attention to detail; Professional phone manner, excellent written and verbal communication skills – an effective communicator in the business setting
- Ability to juggle multiple responsibilities in a fast-paced, results-oriented environment
- Ability to work with all levels – from community to executive leaders.
- Independent worker; able to take the lead role in all areas of the role's responsibilities
- Solid working knowledge of Microsoft Word, Outlook, PowerPoint and Excel, and social media. Database experience a plus.

To apply, send resume with cover letter including salary requirement to info@allianceforgreaterworks.org. NO CALLS PLEASE.