



ADMINISTRATIVE ASSISTANT

Context:

Alliance for Greater Works (AGW) is a Christian nonprofit organization with an eighteen-year history of working in marginalized communities.

If you are self-motivated, smart, innovative, philanthropic and talented consider joining our team. Alliance for Greater Works is seeking a seasoned Administrative Assistant.

Organization Overview:

Founded in 2001, AGW rebuilds the most marginalized and vulnerable communities through strategic partnerships, coalition development, and competency building with nonprofits, philanthropy, businesses, individuals, and government.

Alliance's mission is to dismantle the systems and practices that perpetuate inequities in marginalized communities. Alliance for Greater Works has served more than 21,000 leaders and organizations since its inception.

Position Overview:

Reporting directly to the Managing Director, the Administrative Assistant provides a wide range of complex and confidential Executive support to the Alliance CEO and management team. This position requires excellent communication and interpersonal skills and ability to provide information and service to a wide range of internal and external stakeholders. The Administrative Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the President and Alliance. The Administrative Assistant also serves as a liaison to the board of directors and senior management teams; organizes and coordinates executive outreach and external relations efforts; and oversees special projects.

The Administrative Assistant must be creative and enjoy working within a small, entrepreneurial environment that is mission-driven and community oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, strong emotional intelligence, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Administrative Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Roles and Responsibilities

1. Completes a broad variety of complex administrative tasks for the President/CEO & management team including: managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
2. Plans, coordinates and ensures the President/CEO's schedule is followed and respected. Provides "gatekeeper" role, creating win-win situations for direct access to the President/CEO's time and office.
3. Communicates directly, and on behalf of the President/CEO, with Board members, donors, Foundation staff, and others, on matters related to President/CEO's programmatic initiatives.
4. Researches, prioritizes, and follows up on incoming issues and concerns addressed to the President/CEO, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
5. Develops, implements and administers office systems and procedures. Establishes office procedures, policies and operations. Interprets and communicates policies and processes.
6. Monitors budget including tracking expenditures and providing reports. May prepare spreadsheets for budgets, grants or contracts, including tracking and maintaining expenditures and reconciling accounts; uses budget tool.
7. Reviews, assesses, routes, answers and monitors follow up action steps on correspondence. Gathers and analyzes information required for program reporting.
8. Provides wide ranges of support including: composing and editing letters, MOUs, reports, lecture/course materials, presentations, cases. Prepares copy for publication or submission of grant proposals and/or reports.
9. Uses multiple technical applications including Microsoft Word, database management, spreadsheets, graphics and presentation software, basecamp, electronic calendar, email, and other technical/scientific applications. Uses Internet, may include web maintenance and design.
10. Coordinates events, including training, conferences, seminars, and programs.

11. Purchases and maintains inventory of supplies for office.
12. Performs prospective client and donor research, program information, and summarizes findings.
13. Creates and maintains filing system(s) both digitally and hard copies.
14. Answers and routes phone calls, mail and e-mail messages and may handle wide-range information dissemination.
15. May assist in training, scheduling, and distributing work of interns, volunteers, or temporary staff.
16. May be responsible for obtaining permissions and copyright registration.
17. Contributes to unit effort by accomplishing related duties as required.

Education: College degree preferred, or an equivalent of education plus experience in an office environment.

Skills and Experience: Five plus years related experience with proven office administration and customer service skills required. Solid working knowledge of office processes and business policy development, and of related computer software and electronic communications tools. Proven interpersonal skills with experience providing complex administrative support in a high-profile environment with tact and diplomacy. Experience managing multiple deadlines required. Must have the ability to work across teams and with a variety of projects and constituencies.