Job description

Administrative Assistant

Position title

Administrative Assistant

Reporting to

Administrator/ Program Director / Program Manager / Executive Director

Position summary

The administrative assistant provides support in the office and at special events with all administrative duties as needed.

Duties and responsibilities

In-Office

* Data Entry and Maintenance
* Thank you Letters
* Process and Procedure Documentation
* Light bookkeeping, data entry and budgeting
* Filing and Organization projects
* Special Projects; assisting program manager, administrative support for special committees (i.e. Annual Gala)
* Order Postage and office supply

Community Events

* Leadership and organization of community outreach events
* Work with volunteers to carry out the community events

Organization Culture Aspects of the Position

* Attitude: A positive manner in which you address the participants, families and co-workers, which elevates the spirit of the whole group and creates a harmonious environment
* Teamwork: Working as a team gives us the opportunity to utilize all of our talents within a group and to realize the uniqueness of each one of us, all for a common goal – The FWF family of caring and sharing.
* Creativity: A conscious effort to see things differently, to break out of habits and outdated beliefs to find new ways to thinking, doing, and being.
* Integrity: Working hard, keeping your promises, sharing your success. Above all, honesty, respect and consideration for others.
* Individual Development: Taking the initiative to improve yourself by broadening your knowledge and skills in order to bring your best possible self to FWF
* Accountability: The willingness to acknowledge your responsibility for your actions and implications that may result.

Qualifications

* Excellent organizational skills
* Detail Oriented
* Self – Motivated
* Creative Problem Solver
* Strong problem solving and group work leadership skills
* Ability to interact with people of all ages and cultural backgrounds
* Ability to work independently and as part of a team
* Sound computer skills
* Effective oral and written communication skills
* Ability to work flexible hours
* Access to a vehicle