

CHATHAM COUNTY PARTNERSHIP FOR CHILDREN

ADMINISTRATIVE ASSISTANT

Job Description

Purpose

The Administrative Assistant provides assistance to the Executive Director in the operations of the Partnership and day to day running of the Organization. This includes the provision of support services to all Partnership staff and the Board.

Qualifications/Requirements

- At least an Associate Degree in Business Administrative/Office Management or a High School Diploma and equivalent experience and training.
- At least three years progressively more responsible secretarial, clerk, or administrative experience; preferably with a non-profit or public organization.
- Ability to work independently.
- Strong organizational skills.
- Professional interpersonal skills.
- Computer literate; excellent word processing and secretarial skills.
- Good written and verbal communication skills.
- Familiarity with basic bookkeeping, record keeping and minute taking.
- An interest in early childhood issues and a willingness to learn more about the field.
- Must have or be able to obtain NC Notary Public certification.

Essential Responsibilities

1. Assist the Executive Director with the administration of the Partnership as directed; prioritize tasks and generally assist with organization and support.
2. Serves as receptionist for the organization, directing calls to appropriate staff and referrals to community agencies as appropriate; maintains information on community resources. Phone/email Board and committee members of upcoming meetings, retreats, take messages, type and send out press releases and other information bulletins as requested.
3. Prepares correspondence, **records minutes of public meetings**, and maintains records/files for office management and in support of the Executive Director (ED) and Board of Directors as requested or needed.
4. Collects in-coming mail daily, distribute mail to staff, deliver mail going out of office, sends/receives faxes, etc. Maintains mailing lists and contact lists for all Partnership activities.
5. Orders all office supplies and equipment, and maintains inventory. Maintains all office equipment and service contracts, calls for service appointments, reschedule or cancel appointments. [P.O. required for service calls].
6. Develops, organizes, and maintains office files as directed by the Executive Director and in accordance with the records retention policy and the finance policies and procedures. Coordinates with all staff and maintains agency record archives as per records retention policy.
7. Performs assigned tasks outlined in the Financial Policies and Procedures, including accounts payable and receivables, handling deposits, preparing and maintaining cash logs, purchase order logs, and other duties as stated in the policies and as requested by the ED.

8. Arranges meetings of the Partnership Board and assigned committees, including logistics, childcare, meals, as per requests for meetings and when rescheduled.
9. Updates website calendar and office calendars of upcoming meetings and office appointments, maintains public notice of meetings, posts on public bulletin board (county court buildings) and fax to area newspaper.
10. Provides secretarial support to the Executive Director including, filing, mailing, copying, making appointments, travel arrangements, and other duties as requested.
11. Responsible for office operation in the absence of the executive director.
12. Maintains Public Records of the Partnership Corporation, including Board membership records and minutes of all Board and Executive Committee meetings, I-990 Report to the IRS, corporate seal, and other items as assigned.
13. Recording and preparation of minutes of Partnership Board and Executive Committee meetings; and other meeting or committees as assigned.
14. Assist at community events and fundraising activities.
15. Other duties as assigned.

SUPERVISION: Reports directly to the Executive Director

PHYSICAL REQUIREMENTS:¹

- While performing this job the employee is:
 - Frequently required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands or arms; and talk or hear.
 - Periodically required to stand; walk, stoop, kneel.
 - Occasionally required to lift up to 25 pounds.
- Specific vision abilities required by this job include: close vision and the ability to adjust focus to operate the computer.
- Some travel, **evening and weekend work will be expected.**

Position Status: Regular full-time, (40 hours per week)
Classification: Grade 10, Non Exempt
Salary Range: \$25,403 Hiring Rate, minimum experience
\$26,673 - \$29,340, based on experience & qualifications

¹ Reasonable accommodation will be provided when needed for an otherwise qualified candidate to perform the essential functions of this position.