



EXECUTIVE ADMINISTRATIVE ASSISTANT OPENING

As the Executive Administrative Assistant of a nonprofit organization, you are the administrator for a specialized type of business. Nonprofit agencies have to follow various regulations and your work is essential to the organization's compliance with these rules. The Executive Administrative Assistant is vital to the management of the entire agency.

Representing the Director

Nonprofit organizations use mission statements to succinctly identify the overall objective of the agency. As the Executive Administrative Assistant, you represent the Executive Director in carrying out this mission. You are the first line of communication with the outside world as you answer the telephone and greet visitors. You also may be tasked with running errands or representing the agency at various events. Always exemplify professionalism and a positive image. As the director's representative, you must be punctual and timely in completing assigned tasks. The assistant also exercises a great deal of discretion, as you may frequently be provided with highly confidential information.

Support of Executive Director:

- Provides administrative support to the Executive Director through opening, sorting and responding, as appropriate to mail and telephone contacts.
- Prepare correspondence, reports and other documents and material, maintains files.
- Maintains appointment and meeting calendars, arrange meetings, secures and prepares facilities, prepares the Executive Director for meetings.
- Provides administrative support to Executive Director facilitating the operations function within the agency including preparing correspondence, reports and other documents and material.
- Aids manager/executive with collecting and tabulating data, preparing reports. Maintaining program files, developing and maintaining related forms.

Support of Staff:

- Maintains appointment and meeting calendars, arrange meetings, secures and prepares facilities, makes related travel arrangements, prepares the manager/executive for meetings.
- Contacts outside agencies and groups for meetings, gathering of information and other operational responsibilities.



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- Prepares handouts and materials for workshops and trainings and oversees details of hosting onsite trainings.

Other Essential Support:

- Gathers and completes grant information.

Human Resource Responsibilities

The Executive Administrative Assistant may perform numerous human resource tasks, handle basic bookkeeping responsibilities, tracks income, make bank deposits and complete monthly bank reconciliation under the supervision of the Executive Director, generate checks for vendor supplies and executive review and update financial records and prepare the monthly financial statements for Executive Director review and inclusion in board meetings.

Essential Functions:

1. Administrative Support

This position is responsible for providing general administrative support as needed, including but not limited to:

- Perform basic bookkeeping tasks including bill paying, check cutting, mailing checks, making deposits, invoicing, running financial reports, assisting with annual audit etc.
- Purchase office supplies and keep storage room stocked and organized
- Prepare for Board of Directors meetings by printing agendas, minutes, and other documents
- Maintain organizational files and documents
- Serve as first point of contact for the organization
- Manage donor database
- Manage repair and maintenance of office equipment, including computers, phones and printers
- Perform general administrative support
- The administrative assistant is responsible for creating, maintaining and updating the database for membership fees and keeping track of renewal dates. Sending reminders to members along with monthly board minutes and announcements. Handles the distribution of Appeals, Maintains electronic paper and filing. Tracks and records all client records. Prepares numbers and totals for reporting purposes.

2. Special Events

- Coordinate tabling at community events



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- Assist with scheduling of CCCC activities
 - Assist with coordination of event logistics
3. Communications
- Assist with print and electronic materials
 - Coordinate website updates
 - Assist with donor communications, including appeal and thank you letters
 - Coordinate bulk mailings
 - Maintain organizational archives
 - Handle the day-to-day communications for the director or managerial employees in the organization. The AA will operate as the organization's gatekeeper, answers calls, takes messages, schedules meetings and writes letters or prepares draft press releases. Sorts mail and delivers it to the appropriate personnel. Manages all mail responsibilities. Respond to email inquiries or routes them to the Executive Director. The administrative assistant proofreads reports and written documents for grammar, punctuation and spelling errors. The administrative assistant also creates draft communications for the director's overview
 - The AA keeps the office organized and running efficiently. Oversees office supplies — ordering them as needed — keeps track of inventory. Office equipment such as fax machines, video projectors used for presentations, phone systems and copiers fall under the AA purview. When office equipment fails, call repair technicians.
 - The AA oversees the organizations programs and assists with the administration of such.
 - The AA is responsible for the BEP program and its performance.
 - The AA is required to complete a monthly and weekly progress report.
 - The AA is also responsible for a percentage of raising organizational funds.
 - The AA helps with the holiday party and decorates the center for other events/holidays.
 - The AA reports the Chipotle Charitable Giving contributions and handles all general office forms that need completed.
 - The AA is the Center Rep for Project Share
 - The AA may be required to attend workshops, meetings and trainings.
 - The AA is required to keep a clean and neat work space.
4. Take on additional tasks as directed by the Executive Director
5. Qualifications:
- Minimum two years related experience; nonprofit experience a plus.
 - Proficiency with spreadsheets, databases, and word processing.
 - Familiarity with Quickbooks a plus.
 - Ability to multi-task and prioritize in a dynamic work environment.



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- Strong attention to detail and ability to work as a team member with minimal supervision. Solid written and oral communication skills and excellent phone manner.
- Ability to develop effective work plans, organize details, set priorities, and meet deadlines.
- Ability to operate and troubleshoot standard office equipment.
- Interest in and commitment to CCCC mission is helpful. CCCC is an equal employment opportunity employer. We seek a broad and diverse pool of candidates.

Job Type: 25 hr/wk, Mainly Daylight Monday-Friday

Salary: \$10.65/hr /PTO/Bonuses

Act 33/34 & 144 Clearances will be required

No phone calls please...serious inquiries only! Must have own transportation...send resume and cover letter to bjrmatt@gmail.com.