



# WOMEN WITH A VISION

## **JOB DESCRIPTION:**

**TITLE:** Administrative Assistant  
**REPORTS TO:** Executive Director  
**STATUS:** Part Time (approx. 30 hours): Hourly; Exempt

## **POSITION SUMMARY:**

The administrative assistant functions as the office manager and provides administrative assistance to other staff. Due to the small size of our non-profit, the administrative assistant is often required to support program staff in a variety of capacities ranging from communications to event planning. Ability and willingness to do so is integral to the position.

### **Time Commitment:**

Commitment of approximately 30 hours per week is required. Due to changing/flexible needs of WWAV, it is understood that additional hours may be required, and from time-to-time, flexibility in arrival and departure time may occur.

## **PRIMARY DUTIES/RESPONSIBILITIES:**

### *Office Management*

- Supervision of office equipment and supplies inventory.
- Reception- greet visitors, answer and direct phone calls, distribute email, mail, and messages.
- General, predominantly background, programmatic support.
- Organize and facilitate staff meetings to maintain effective internal communication.

### *Administrative Assistance and Resource Development*

- Filing as needed.
- Complete database entry.
- Responsible for copying and organizing materials for meetings.
- Work with program coordinators, program assistants, volunteers, and other WWAV staff to provide logistical support to other program-specific meetings, events, and program-specific functions.
- Collect updates from each program for monthly newsletters and other updates
- Update website as needed to ensure up-to-date descriptions of all programs and staff
- Provide fundraising support by tracking donations, writing thank you cards, and providing support for events.
- Attend staff and board meetings, staff retreats, and other meetings as deemed necessary (will require some travel)
- Articulate WWAV's work and mission to the public.
- Assist with the planning and implementation of WWAV's Annual Meeting.
- Assist with public/community relations.
- Manage other duties related to operations and administration.

### *Director Assistance*

- Maintain calendar for the Executive Director.
- Travel scheduling and booking for Executive Director.
- Provide general administrative support to the Executive Director.
- File financial information, tax records, and employee information for Directors as necessary.

## **QUALIFICATIONS:**

1. Bachelor's degree or equivalent work experience.
2. Proven administrative experience.
3. Excellent organizational, time management and communication skills.
4. Thorough knowledge of MS Office and database applications.
5. The successful applicant will work well in a fast-paced environment, be self-motivated, work well under pressure, and be able to handle several projects at one time.
6. Flexibility and the ability to multi-task and make pragmatic decisions on a daily basis.
7. Be detail-oriented and able to proof-read email correspondence and any written materials shared by WWAV.
8. Ability to work independently and in a team environment.

**If you wish to apply and suit the above qualifications, please send the following to Ricky at [wwavno@gmail.com](mailto:wwavno@gmail.com) with the subject line "Job Inquiry: Administrative Assistant."**

1. A resume prioritizing relevant experience. No more than one page in PDF format.
2. A cover letter explaining why you believe that you are the best fit for the position and for Women With A Vision. No more than one page in PDF format.
3. Two professional references (Can be from previous employment, education, volunteer work, etc.)