POSITION DESCRIPTION

Administrative Specialist

Position Type
Part Time Employee. Part time employees work a variable or fixed number of hours per week not to exceed 30 hours a week on average at an agreed upon hourly rate not less than minimum wage. They are not subject to CIB leave and holiday policies and participation in benefit plans is not offered. This position will average 24 hours per week, typically worked in 3 – 8 hour days, Monday, Wednesday and Thursday, preferred. Night and weekend work is required at most once or twice a month and notice will be given prior.

Primary Objective
The Administrative Specialist works under the supervision of the Development Coordinator and the Executive Director to support the Marketing & Development Program (~50% of time) and the organization’s administrative and program functions (~50% of time). The Administrative Specialist supports the daily activities of the Development and Marketing Coordinator, the Executive Director, and the Administrative Assistant. Support activities include data entry and database operations, updating constituent and donor contact information, preparing communications, assistance with event planning and implementation, meeting scheduling and preparation, developing and managing requests for proposals, purchasing and greeting visitors.

Principal Duties and Responsibilities
The Administrative Specialist will;

- Enter data, manage data, and generate reports in the Center’s constituent communications and fundraising database. (Bloomerang)
- Assist the Development & Marketing Coordinator with program communications including mass postal mailings and mass emails as well as follow up cultivation tasks.
- Schedule meetings and provide meeting and event support including setup, gathering supplies, breakdown, and note taking.
- Conduct purchasing and procurement operations in accordance with Center procurement policies.
- Keep up with front desk responsibilities, greeting any visitors and answering the general voicemail box in a professional manner.
- Assist with the upkeep of CIB offices.
- Research vendors, prepare, distribute and manage requests for proposals for services.
• Complete other tasks as assigned by the Development and Marketing Coordinator and Executive Director.

Qualifications
• Minimum Associates Degree or currently enrolled in an Associates Degree Program.
• Experience with Microsoft Office software.
• Data entry and organization experience.
• Excellent communication and interpersonal skills.
• Experience with a variety of social media.
• Proven ability to work well in a team environment while balancing multiple priorities to complete high quality work on time.

Please send resumes to Loretta Smith at office@inlandbays.org