

POSITION DESCRIPTION

Administrative Specialist

Position Type

Part-Time Employee. Part-time employees work a variable or fixed number of hours per week at an agreed-upon hourly rate. They are not subject to CIB leave and holiday policies and participation in benefit plans are not offered. The Administrative Specialist position will average 21 hours per week, typically worked in three 7-hour days. On occasion, additional hours and/or some night and weekend work is required, at most once or twice a month and notice will be given prior. Schedules are developed in advance with supervisors. Compensation is \$10 - \$14 an hour commensurate with experience.

Primary Objective

The Administrative Specialist works under the supervision of the Office Manager to support the Administrative Program (~90% of the time) and the organization's Development Program (~10% of the time)

Qualifications

- Excellent communication and interpersonal skills
- Demonstrated competency with Microsoft Office software and G Suite
- Proven attention to detail
- Ability to work well in a team environment while balancing multiple priorities to complete high-quality work on time
- Experience with data entry and organization
- Problem-solving skills
- Ability to self-manage and work independently

Preferred Qualifications

- Human Resources experience
- Accounting experience
- Familiarity with the non-profit sector

Duties and Responsibilities

1. Overall management of the Center's constituent database (Bloomerang) including updating and adding constituents, coordinating database scrubs, generating reports

and mailing lists at the request of staff, attending webinars to stay up-to-date on new functions and training new staff.

2. Receive and record donations and generate bank deposits accordingly. Generate receipts and thank you notes for donations. Reconcile donations monthly.
3. Assist Development Coordinator and other program staff with direct mailings to include generation of mailing lists, purchase of supplies, the printing of letters, and coordinating volunteers for stuffing/mailing.
4. Assist Development Coordinator with identifying major gift prospects and conducting research on those prospects.
5. Provide general administrative support including but not limited to: filing, handling incoming and outgoing mail, and copying.
6. Provide general human resources support to include maintaining personnel files and assisting in administering benefit plans.
7. Conduct basic accounting tasks to include processing payroll, credit card payments, bank reconciliations, and accounts payable/receivable under the direction of the Office Manager.
8. Onboard new staff to and manage the Center's telecommunications, printing, and information technology systems.
9. Provide support for board meetings, staff meetings, development committee meetings, and other meetings as needed to include scheduling, communicating with attendees, managing agendas, and providing support including prep, setup, purchasing and gathering supplies, breakdown, and note/minute-taking.
10. Research vendors, prepare, distribute and manage requests for proposals for services and conduct purchasing and procurement operations in accordance with Center procurement policies. Maintain vendors and bidders list.
11. Assist with the upkeep of CIB offices, ensuring cleanliness and organization; ensure informational material is up to date, fresh-looking, and properly displayed.
12. Maintain Center's equipment list and conduct yearly inventories.
13. Act as the first point of contact for visitors to the Center by greeting visitors and answering the general voicemail box in a friendly, welcoming, and professional manner.
14. Display an ability to answer queries from the public about programs, and general CIB information, or to direct complex questions to the appropriate staff member.
15. Other tasks as assigned by the Development Coordinator, Office Manager and/or Executive Director.

Physical Demands and Work Environment

Work is performed in both an office environment and away from the office as agreed upon by employee and employer. Evening or weekend work to attend meetings and events is occasionally required. The position is subject to the Center's Office Policy Manual.

All qualified applicants will receive consideration without regard to race, color, national origin, sex, religion, age, disability, political belief, sexual orientation, gender identity, veteran or military status, genetic information, and marital or familial status.

Application

Application deadline: 02/08/2021

Interested candidates should submit an electronic resume, cover letter, and three professional references to Brittany Burslem in a single pdf document at office@inlandbays.org