

Administrative Assistant Job Description

Job Summary

The Administrative Assistant is responsible for providing administrative support and managing operations of the program. The administrative assistant will handle a wide range of tasks to ensure the smooth operation of EBG.

Duties and Responsibilities

- Answer and direct incoming phone calls, emails, and other correspondence.
- Manage program calendar, including scheduling appointments, meetings, and events.
- Process donations, prepare acknowledgment letters, and maintain accurate donation records.
- Maintain accurate and up-to-date electronic and paper files, including donor files, financial records, and other administrative documents.
- Assist with the preparation and distribution of communication materials, such as newsletters, annual reports, and press releases.
- Provide logistical support for events, including coordinating with vendors, preparing event materials, and managing event registration.
- Assist with the preparation and distribution of grant applications and reports.
- Perform other duties as assigned by the program director.

Requirements

- Experience in an administrative support role, preferably in a non-profit organization.
- Proficiency in Microsoft Office, including Word, Excel, and PowerPoint.
- Excellent communication skills, both written and verbal.
- Strong organizational skills and attention to detail.
- Ability to manage multiple tasks and deadlines.
- Ability to work independently and as part of a team.
- Passion for the non-profit sector and a commitment to program mission.

This job description is intended to convey information essential to understanding the scope of EBG's Administrative needs and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with the position.

