



Administrative Assistant

Position Title: Administrative Assistant
Location: Salisbury, MD
Reports To: President & Vice President

Position Overview: Reporting to the President & Vice President, the Administrative Assistant will support the senior leadership team performing a range of administrative and office support functions. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality. The Administrative Assistant will directly contribute to increasing JA's capacity to inspire and prepare youth to achieve their greatest potential and realize economic mobility.

ROLES & RESPONSIBILITIES:

- Manage the organization's front desk providing exceptional customer experience by welcoming guests, answering phones, accepting deliveries, etc.
- Provide administrative support to the senior leadership team. Areas of support include scheduling meetings, creating win-win situations for direct access to the senior leadership's time and office, maintaining the organization primary calendar, managing incoming and outgoing phone calls, drafting correspondence, creating spreadsheets and presentations, preparation of expense reports, mailing letters & packages, establishing and maintaining electronic and paper files, copying, etc.
- Assist in the management and administration of special projects, as assigned.
- Prepare, manage, and disseminate materials and communications for all Board of Director and committee meetings including agendas, minutes, supporting documentation, presentations, etc.
- Document correspondence, activity, future actions, and contact information in CRM database.
- Manage meeting rooms including scheduling, refreshments, technology needs, etc.
- Coordinate travel arrangements and detailed travel itineraries.
- Assist with basic bookkeeping tasks.
- Ensures materials and reports for signature are accurate and complete; proofreads and checks materials for accuracy, completeness and compliance with organization standards, policies, and procedures.
- Other duties as assigned.

PROFESSIONAL ATTRIBUTES REQUIRED:

- Demonstrated ability to meet deadlines and adapt to changing circumstances
- Highly organized, and highly detail-oriented with strong project management skills; able to perform and prioritize multiple tasks seamlessly
- Possess outstanding verbal and written communication skills

- Proactive approaches to problem-solving with strong decision-making capability
- Highly resourceful team-player, with the ability to also be extremely effective independently

QUALIFICATIONS (*required)

- Associates Degree and/or at least 2 years of related experience
- Excellent verbal and written communication skills*
- Excellent organizational skills and attention to detail*
- Excellent time management skills with a proven ability to meet deadlines*
- Highly proficient with the Microsoft Office Suite*
- Experience working with a CRM system or relational database. Knowledge of Raiser's Edge or BCRM, a plus
- Prior nonprofit experience a plus
- Passion for and familiarity with the nonprofit sector and Junior Achievement mission*

Additional Information:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. In addition, it does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

Junior Achievement of the Eastern Shore is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status, or sexual orientation, in accordance with federal and state law.

In addition to the above requirements, candidates must have a valid driver's license; commit to follow all agency policies; carry out the essential functions of the position with, or without, accommodation; and demonstrate cultural competence and support JAES mission, beliefs, and values.

APPLICATION INSTRUCTIONS:

Interested applicants should submit a cover letter and resume to Kate Bleile, kate.bleile@ja.org. Complete applications received by Friday, May 21, 2021, will be considered.

For more information about Junior Achievement of the Eastern Shore, please visit our [website](#).