

NC-SARA JOB DESCRIPTION

POSITION TITLE: Administrative Assistant

REPORTS TO: Director of Human Resources, Operations, and Events

FLSA CLASSIFICATION: Non-Exempt

GENERAL STATEMENT OF DUTIES:

The ideal candidate will be a problem solver with excellent communication skills and impeccable attention to detail. The position will provide administrative support to the NC-SARA staff to ensure effective and efficient operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(The following essential job functions and responsibilities are not intended to be all-inclusive. Duties may be modified, added, or deleted)

- Provides support to the staff for calendar management, travel arrangements, office support, and office organization.
- Schedule and maintain internal and external meetings; some will require notetaking.
- Prepare and maintain meeting materials across Google Drive, Asana, and via email.
- Field incoming phone calls to the general NC-SARA line, taking messages and forwarding them to the appropriate staff, and forwarding voicemails to the appropriate staff.
- Monitor and respond to incoming inquiries in the admin@email.
- Assist with the following:
 - Event coordination.
 - Human Resources.
- General office operations. Maintain the following NC-SARA items:
 - NC-SARA and Regional Compacts calendar.
 - NC-SARA Phone Call Guide.
 - NC-SARA Administrative Contact List.
 - The listings of holidays on the admin@ calendar.
- Additional projects, meeting materials, research, spreadsheets, presentations, and other support as needed.

QUALIFICATIONS

To perform this job successfully, you will need knowledge, skills, and abilities in providing assistance and administration. These qualifications include the following requirements.

REQUIREMENTS

Experience and Education

Requires a minimum of Associate degree with 3-5 years of relevant experience. Experience in non-profit organizations and higher education organizations is preferred. A bachelor's degree in business administration or related field is desired.

Knowledge, Skills & Abilities

- Strong organizational skills, dependable, and excellent customer service.
- Proficient in oral and written communication skills.
- Demonstrates initiative, problem-solving, teamwork, and interpersonal skills.
- The ability to prioritize and solve problems is necessary.
- Proficient in Word, Excel, and PowerPoint
- Knowledgeable of Outlook email and Google email

SUPERVISION RECEIVED

Works under the direct supervision of the Director of Human Resources, Operations, and Events.

SUPERVISION EXERCISED

N/A

PHYSICAL DEMANDS

The position is primarily an administrative position. Must be able to stand, sit, walk, and work on a computer. Must be able to communicate with stakeholders. Must be able to use sound judgment and decision-making in responsibilities. Complex decision-making and problem-solving skills are necessary. The physical demands described are representative of those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

SALARY RANGE:

\$23.00 - \$28.00 per hour depending on experience.