



## **CHRISTALIS ADMINISTRATIVE ASSISTANT**

### **GENERAL JOB DESCRIPTION**

This individual is responsible for providing administrative support to the President. These duties include but are not limited to: database system maintenance and training, purchasing, scheduling meetings, volunteer coordination, donations solicitations, maintenance of records, assisting in the planning of events & fundraisers, drafting letters, filing, preparing mail outs, filling out forms, communications with donors and supporters, assisting with onboarding and offboarding and other administrative tasks.

### **DUTIES AND RESPONSIBILITIES**

- Copying, Scanning Filing, Organizing & Data Entry.
- Scheduling meetings
- Create, maintain and improve all databases, orient new staff and volunteers to these databases.
- Ensure the continuity of mailing responsibilities, such as preparing outgoing mail, including bulk mail, producing mailing labels and reports as requested, and updating and maintaining mailing lists.
- Solicitations of individuals, clubs, churches, organizations, etc. for financial support/promoting events via mail, email, and phone calls, as well as preparing formal letters, policies, and other documents as needed.
- Fill out applications for stores, organizations, websites, government agencies, grants, etc.
- Maintain a clean and organized office area, as well as monitor office supplies and general inventory.
- Facilitate special event planning, registration, and execution.
- Communications to Donors, Sponsors, Volunteers, Board Members, and Staff.
- Assisting in onboarding and offboarding of Staff, Volunteers, Board Members, and Sponsors.

## REQUIRED QUALIFICATIONS

- Minimum Senior in College or Associate's Degree +
- 1-3 years of administrative experience.
- Extremely detail-oriented.
- Exceptional follow-up skills.
- Exceptional management of tasks and deadlines.
- Demonstrates written and oral communication skills.
- Proficient with Microsoft Office software (Word, Access, Excel, PowerPoint)
- Ability to keep organization information confidential.

I have read and understood this position description:

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Signature

Date