# Administrative Assistant

## Summary

Our work is powered by people who value connection and want to put their skills to use in ways that make a difference. The administrative assistant position serves as a central member of our team by supporting our work with 1000+ nonprofit organizations each year.

This position is an ideal fit for someone for whom connection with others comes naturally. Your organization and technology skills will be put to use to help us maintain strong information-sharing, efficient processes, and a welcoming environment. In this role, you'll be a communication hub for team members and external audiences. Success in this position comes from the ability to track and execute a high volume of tasks with precision.

## Responsibilities

- Serve as the main point of contact for general contacts by answering calls, fielding and responding to emails, greeting visitors, handling mail, and routing incoming information
- Manage information sharing and smooth day-to-day operations by maintaining calendars and filing systems, updating client information and contact lists, and creating content or announcements on 501 Commons' intranet and website
- Maintain the office environment to be clean, organized, safe, and welcoming, ensuring appropriate care and maintenance for shared kitchen, office equipment, event supplies, office supplies, and emergency planning.
- Onboard new employees to the organization and support recruitment processes
- Support staff in their adoption and use of technology tools, including Salesforce, SurveyMonkey, Confluence, EventBrite, and Microsoft Office
- Facilitate smooth processes for nonprofit organizations requesting services, including fielding requests, issuing contracts, and maintaining up-to-date information in Salesforce
- Support accounting processes by routing payments and receipts
- Provide leadership with administrative support, email administration, and scheduling support
- Engage volunteers by responding to inquiries and tracking volunteer hours
- Support the successful planning and execution of events, and ensure timely acknowledgment of all donations
- Provide support to other members of the administrative team through regular check-ins, coordinating event support, and promoting a culture of information sharing and collaboration

## Competencies and Qualifications

### Required

- Two years of administrative experience
- Proficiency in Microsoft Word, Excel, Outlook, and PowerPoint
- Excellent document preparation skills with a high level of attention to detail

- Experience managing a high volume of tasks
- Experience with databases, Salesforce preferred
- Ability to lift and move 30 pounds (required for event support)

## Preferred

- Understanding of the nonprofit sector, as evidenced from work or volunteer engagement with nonprofit organizations
- Experience communicating effectively about complex programs or technical concepts with highly diverse audiences
- Customer service experience

If your qualifications don't match exactly to these requirements but you think you're a good fit for the position, we still want to hear from you about why you'd be a great addition to our team.

## What we offer

- Collaboration with a small but highly professional team with opportunities for professional development and advancement
- Benefits including generous paid time off, holiday pay, and access to employer-paid medical, dental, and vision coverage

Salary Range: $16-18/hour

## Inclusiveness Statement

501 Commons is an equal-opportunity employer. We seek to recruit persons of diverse backgrounds and to support retention and advancement within the organization. We believe that a board, staff, and volunteer corps with diverse personal and professional backgrounds enhances our ability to meet our mission.

501 Commons is committed to fostering an inclusive workplace where people of diverse backgrounds can fully utilize their talents to advance our mission. We are committed to fostering and supporting a workplace culture inclusive of people who face systemic oppression because of their race, ethnicity, national origin, gender, sexual orientation, gender identity, socio-economic status, marital status, age, physical abilities, political affiliation, religious beliefs, or any other non-merit fact, so that all employees feel included, equal, valued, and supported.

## To Apply

To be considered for this position, please submit your resume and cover letter to jobs@501commons.org with Administrative Assistant in the email subject line. We look forward to hearing from you!