



## **Administrative Assistant**

### **Job Description**

#### **Job Purpose**

The Administrative Assistant is responsible for managing the large array of details associated with maintaining the day-to-day functions of the High Point Discovered non-profit. This position is responsible for being actively involved and participating in the daily operations of the organization, to maintain sustainable and well-oiled processes for managing details as they pertain to our board of directors, our content production, and our operations. This position works closely with our Executive Director and Creative Director.

#### **Qualifications:**

- Minimum 2 years working in administrative assistance
- Bachelor's degree in business administration, communications, or project management
- Willingness to work in-person at High Point office

#### **Required Skills:**

- Strong organizational and multi-tasking skills
- Self-motivated and driven
- Conscientious about time management
- Excellent written and verbal communication skills
- Positive attitude

#### **Preferred Experience:**

- Microsoft Word and Excel
- Asana (Project Management)
- WordPress
- Square Online

#### **Responsibilities:**

*BOARD OF DIRECTOR SUPPORT*

- Prepare Board Chair and Content Strategist for each Board meeting
- Capture tasks after each Board meeting and follow up with reminders Scheduling time for Board meetings, committee meetings, and general meetings
- Create agendas for board and committee meetings
- Take notes and minutes for various board and committee meetings

#### *FINANCIAL ADMIN SUPPORT*

- Reviewing budget monthly and updating budget spreadsheet with Content Strategist
- Managing receipts and expenses for internal budget document
- Reporting back budget changes or updates to our CPA as needed

#### *CONTENT*

- Schedule interview and photography times with story subjects for content creation
- Manage outreach and communication with community members and story opportunities
- Proof-read some online articles

#### *HR and VENDOR SUPPORT*

- Manage internal team W9s and W4s
- Follow up with contracted resources about product delivery and invoice reconciliation
- Work closely with accounts department to reconcile invoices

#### *ONLINE SHOP*

- Manage re-stocking inventory for online shop
- Manage online Square site for e-commerce
- Manage online order processing and pick up

#### *GENERAL ADMIN*

- Coordinate office supplies, mailing supplies, and general supply orders
- Coordinate mail and post office needs
- Present in meetings as needed to take notes, create tasks for next-steps, etc.

#### *FUNDRAISING*

- Support Fundraising Coordinator as needed