

## Administrative Secretary

Supervisory Responsibilities: None

### Essential Functions

- Maintains Board and Committee materials and calendar.
- Records minutes at Board meetings and other meetings as needed.
- Supports Executive Director in preparation and distribution of communication materials.
- Assists in fund development data entry, tracks event attendees, and assists Development and Communications Director in day of event responsibilities.
- Receives donations, processes weekly deposit, and processes regular receipt and thank you letters.
- Runs regular donor reports for fund development staff and committee.
- Monitors office supplies and orders additional inventory as needed.
- Coordinates conference and meeting room availability.
- With other administrative staff, provides back up for welcoming and directing guests to the lower level of the Center.

### Educational Requirements and Qualifications

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- High school diploma or equivalent.
- Minimum of three years of administrative experience, preferably in a non-profit setting.
- Basic understanding of non-profit governance structure.
- Demonstrates knowledge of Microsoft Office platform and Zoom tele-meeting software, with proficiency in Word, Excel, and Outlook.
- Demonstrates strong detail-oriented, communication, and organizational skills.
- Demonstrates experience working in highly confidential situations and with highly confidential information.