



Job Description for Administrative/Executive Assistant

General Description: The Administrative/ Executive Assistant will provide high-level administrative support to President, Operations Director, and Program Manager.

Responsibilities

- Perform clerical and administrative tasks, including answering phone calls, scheduling meetings, managing calendars, and drafting letters, memos, reports, and other documents for senior staff.
- Manage President's request with office duties.
- Arrange travel and accommodation for Executives.
- Schedule and attend meetings on behalf of Executives, taking notes and recording minutes.
- Receive incoming communication or memos on behalf of senior staff, review contents, determine importance, and summarize and distribute contents to appropriate staff.
- Perform office tasks, including maintaining records, ordering supplies, and performing basic bookkeeping.
- Performs additional duties as assigned by executives.
- Works closely with Communications Manager and Director of Special Projects on community events, board meetings, and grant management preparedness.
- Assist with external relationship building; community events, court appearance, and other partnership meetings

Skills Required

- Three or more years of administrative experience
- Excellent organizational skills and attention to detail
- Excellent verbal and written communication skills
- Excellent Microsoft Excel skills
- Time management skills with a proven ability to meet deadlines.
- Advanced computer and office equipment skills
- Ability to handle and manage sensitive confidential information.
- Need to have own transportation and be able to travel within the State of Maryland for specific job duties.

Education

- Associate degree Minimum

Other:

Travel 20% of the time valid driver's license/reliable transportation