

VOLUNTEERS IN ACTION

Job Description

Job Title: Administrative Assistant
Reports To: Director of Volunteers in Action
Hours: 10 hours per week

SUMMARY

To provide administrative assistance to Volunteers in Action and staff in order to further the purposes of the organization.

RESPONSIBILITIES:

A. Administrative/Office Tasks:

1. Oversee the agencies communications, including organizing and preparing mailings, constructing information packets, filing, e-mailing board members and sending out bulletin announcements.
2. Answer phone and take messages as appropriate.
3. Organize and prepare VIA News newsletter and distribute every three months.
4. Oversee purchasing of office supplies, stamps, etc.

B. Finance/Bookeeping Assistance:

1. Provide bookeeping for VIA using Quickbooks.
2. Record financial transactions, organize Volunteers in Action financial records, prepare checks to pay monthly bills, make deposits, and prepare donation receipts.

C. Social Media Communications:

1. Make posts to VIA website and Facebook.
2. Help organize VIA e-newsletter

D. Other Duties including the following:

1. Regularly attend team meetings and other functions that enhance the overall health of the agency and the staff team.
2. Perform other Administrative duties as appropriate and assigned.

QUALIFICATIONS:

1. Proficiency in using Microsoft Word. Willingness to learn and use computer programs such as Excel and Publisher
2. Experience in managing finances and experience with or willingness to learn QuickBooks.
3. Excellent written and verbal communication skills.
4. Committed to the Mission and Vision of Volunteers in Action.
5. Administrative Assistant experience preferred.

Signed: _____ Date: _____

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