



Job Description: Administrative Assistant

Purpose of Position:

The Administrative Assistant is responsible for providing administrative support to the Executive Director and project support to staff. This position will report directly to the Executive Director.

Essential Duties of this Position:

- Handle office tasks such as filing, generating reports and presentations, setting up meetings, and ordering supplies.
- Work with the Accounts Manager to ensure payments and receipts are tracked accurately.
- Assist staff with special events' preparation including overseeing registrations, preparing materials, managing event budget, and coordinating event logistics.
- Assist Executive Director with sponsorship process, including assisting with sponsorship proposals, following up with sponsorship agreements, following up with marketing about sponsors, and thanking sponsors.
- Assist with generating, processing and maintaining contracts and agreements, including schedules for reports and updating agreements as needed.
- Assist with database work and website updates related to letsgosc.org

Necessary Skills:

- Microsoft Windows and Office experience, including Word, Excel, PowerPoint, Google Mail
- Strong organizational skills required
- Grant experience preferred
- Strong written and verbal skills
- Ability to work independently

Education and Experience:

- 3+ years of experience in office management
- Associate's Degree in related field

Job Type:

Part Time with opportunity to telecommute

To Apply:

Please send resume and cover letter to info@eatsmartmovemore.org.
No phone calls please.