



Intervale Center
Job Description
Updated: November 3, 2011

Position: Administrative Assistant

Reports to: Executive Director

Part-time

Summary of Position: The Administrative Assistant supports the Center's staff to create a welcoming, functioning office environment. (S)he greets visitors, processes mail and donations, manages office equipment and supplies, provides support for correspondence and scheduling for the Executive Director, assists with appeals and events, and accomplishes other important support tasks as needed.

Roles and Responsibilities:

- Reception: Operate the "front desk," greeting visitors and others and providing information. Keep the front table stocked with materials and looking good.
- Gift processing and donor stewardship: Process donations; maintain donor database; produce acknowledgment letters. Manage donor filing system. Conduct basic prospect research.
- Events: Work with Development staff to prepare marketing material for Community Barn rental; respond to event inquiries; track and maintain schedule of rentals and revenues. Assist Development staff with internal and external events as needed, including preparing materials, setting up, staffing, and breaking down.
- Executive Support: Manage files and provide support for correspondence, scheduling and other tasks as assigned by the Executive Director.
- Mail: Ensure proper functioning of postage meter and purchasing of postage. Coordinate outgoing and incoming mail.
- Money Handling and Recording: Process checks.
- Office Equipment: Assist with any copier/printer/phone/email/computer problems. Serve as principal contact for service providers and coordinate service as needed.
- Office Supplies: Order supplies, including supplies for common office areas.

Qualifications:

- Bachelor's degree.
- Minimum 2 years experience working in administration, development and/or customer service.
- Excellent verbal communication, public speaking and computer skills, including database management.
- Strong multi-tasking and time-management skills and excellent attention to detail.
- A passion for community food systems, a sense of humor, and a desire to grow into a long-term role as a key support person for the organization.