



JOB DESCRIPTION

Job Title: Administrative Assistant Floater
Office: Executive and Ministry Offices
Appointed by: Chief of Executive Relations & Chief of Strategic Services
Reports to: Chief of Executive Relations & Chief of Strategic Services
FLSA Status: Full Time Hourly Non – Exempt
Date: November 2022

SUMMARY

An Administrative Assistant Floater performs a variety of administrative and clerical tasks. Duties include providing support to the Directors and heads of departments by assisting in daily office needs and managing general administrative activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties as assigned.

- Coordinate travel arrangements for the President or other directors as requested. Gather information on flight, housing, and transportation options. Follow through with airline ticketing, housing/hotel arrangements, ground transportation, and arrange for travel funds, as directed.
- If working for the President, prepare the completed itinerary to include all information and details listed above as well as the theme of the event and times President will be speaking.
- Handle incoming mail for the assigned office, following the procedures used by that director.
- Answer and direct phone calls; organize and schedule appointments; plan meetings, zoom calls, and prepare detailed minutes.
- Write and distribute requested correspondence and memos.
- Prepare purchase orders for signature as needed. Submit monthly credit card expense forms to finance.
- Oversee, maintain, and create files as requested by the director of that office. Keep updated lists, rosters, contact lists, and directories as required by a director.
- Work with the Chief of Executive Relations to coordinate Board of Directors Meeting logistics as required. This may include tracking Board Member arrival/departure information and airfare

reimbursement, housing, catering, meeting packets, meeting room set up and maintenance, and supplies.

- Work with the Chief of Executive Relations/Executive Director U.S. Field as needed for follow-up after Board meetings, including preparing reports and creating/transcribing minutes from meeting recordings if necessary.
- Work with Chief of Executive Relations on all aspects of conference preparation: Board of Directors or USNLT arrangements, President's daily files, responsibilities and logistics related to meetings, receptions, luncheons, and other conference projects.
- Travel to conference by commercial conveyance as required. Stay in conference hotel the required number of days and work in whatever part of conference (finance, store, back stage, wristband or nametag distribution, etc.) as assigned.
- Work with Directors to order Christmas cards or other cards. Keep addressee information updated. Work with Information Technology Administrator to prepare queries for labels if needed. Prepare cards for signatures and mailings.
- Serve as a backup for the receptionist.

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

- Proven experience as an Administrative Assistant or Office Administrative Assistant.
- Knowledge of office management systems and procedures. Working knowledge of office equipment.
- Excellent written and verbal communication skills.
- Proficiency in MS Office Suite, as well as experience with data base reports and input. (Knowledge of Blackbaud Raisers Edge a plus).
- Strong organizational skills with the ability to multi-task.
- Attention to detail and problem solving skills.
- Able to work independently with minimal supervision; manage time well; maintain confidentiality.
- Dress in a professional manner. Be proficient in people skills and able to represent the Aglow Headquarters in a pleasant and professional manner. Knowledge of Aglow International a plus.
- Familiar with general office machines: copiers, fax machine, and mail service equipment.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience

COMPUTER APPLICATION SKILLS

Experience with word processing and spreadsheet applications such as: MS Office, including Outlook, Word, and Excel

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, and technical procedures, or manuals. Proficiency in the writing of reports, and composing business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public. Demonstrate good command of the English language.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations when limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

CERTIFICATES, LICENSES, REGISTRATIONS

Washington State Drivers License with availability to use personal vehicle or Aglow provided vehicle for occasional job-related functions

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee is required to stand, walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. Must have the ability to lift and/or move up to 25 lbs on a regular basis and occasionally lift and/or move up to 50 lbs. Specific vision abilities required by this job include close vision. Must be able to type using a computer screen and keyboard, and perform filing tasks in file drawers at floor level.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate to low.