



JOB DESCRIPTION

Job Title: Administrative Assistant
Office: Special Events/Conference & International Departments
Reports to: Director International Field & Director of Conference
FLSA Status: Full Time Hourly Non – Exempt
Prepared Date: September 2026
Starting Wage: \$25.00 per hour

SUMMARY

The Administrative Assistant to the Special Events/Conference and International Departments provides variety of administrative and clerical tasks. Duties include providing support to the Director, International Field and Director of Conference by assisting in daily office needs and managing general administrative activities.

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

- Primary responsibility is assistant to the Director International Field and Director of Conference. This is one position, split between 2 departments with the same Director in both positions.
- Works closely with director on all requested projects and tasks.
- Assist in all correspondence in both departments in the manner assigned and as requested
- Complete and process departmental paperwork as needed and requested. Both physical files and electronic files.
- Assists with calendar and meetings as required

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.
- Knowledge of office management systems and procedures. Working knowledge of office equipment.

- Excellent written and verbal communication skills.
- 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.
- Willing and able to travel to annual conference locations.

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

Willing to learn and understand the functionality of Blackbaud NXT, specifically Raiser's Edge NXT database.

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.