



**Job Title -** *Admin Assistant*  
**Reports to -** *Executive Director*  
**Classifications -** *Full-Time, Salary Non-Exempt*

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**Job Purpose**

The Admin Assistant provides essential support to ensure efficient operation of the office. They assist the Executive Director through a variety of organizational and communication tasks. Responsible for confidential and time sensitive material. Accurately enter data for accounts receivable information from a variety of platforms. Ability to effectively communicate via phone and email ensuring that all administrative duties are completed accurately and delivered with high quality and in a timely manner.

**Key Responsibilities**

**Coordinating**

- Organize all staff gatherings and celebrations.
- Ensure employee files are up to date with the required paperwork.
- Assist in the preparation of regularly scheduled reports.
- Order office supplies and research new deals and suppliers.
- Accurately enter data into a variety of different software platforms.
- Manage Zappier account to automate sales into Quickbooks and create invoices in Quickbooks.
- Prepare project reports for staff regarding their profit and loss of each project.
- Assist in preparing the board monthly packets, agendas, and minutes.
- Ability to step in as needed to cover a variety of different departments.
- Provide support for the IT needs of the organization.
- Support Executive Director as needed to ensure the organization is operating smoothly and efficiently.

**Qualifications**

- Previous experience in office admin assistance, data entry, or a related field, preferred
  - Experience in operations management or project management
  - Strong communications and interpersonal skills, both written and verbal
  - Proficient with basic computer systems
  - Ability to work independently while meeting deadlines and handling multiple priorities
  - Excellent organizational and multitasking skills with attention to detail
  - Ability to work flexible hours, including evenings and weekends, as necessary
  - Strong attention to detail and a keen eye for aesthetics
  - A proactive, reliable, and team-oriented mindset
  - QuickBooks, Square, Stripe, Sawyer, and eTapestry knowledge a plus
  - Ability to lift, push, and pull up to 75 pounds
  - Spanish speaking a plus
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