

POSITION DESCRIPTION

TITLE: ADMINISTRATIVE ASSISTANT

DEPARTMENT: Lustgarten Foundation

BASIC FUNCTION

Under limited supervision, performs clerical, administrative and secretarial support for the President & CEO, Board Vice Chair and other staff as assigned, requiring a thorough knowledge of the department's policies and practices. Assignments may involve work of a complex nature that assists supervisor in ensuring the efficient operation of department. First point of contact for The Foundation callers and visitors. Answering the office phones is a priority.

DUTIES AND RESPONSIBILITIES

1. Answers and triages The Foundation's telephone calls; handles inquiries, takes messages and transfers calls to the appropriate party.
2. Receives and directs visitors.
3. Tracks and orders office supplies and stationary.
4. Posts the mail daily. Handles return mail.
5. Coordinates contracts for office equipment including PCs. Ensures that equipment works properly. Coordinates repair requests. Maintains records on all repairs and orders.
6. Maintains departmental files and keeps records.
7. Schedules Board of Directors' meetings. Prepares materials. Attends meetings, takes minutes for distribution.
8. Arranges details for scientific meetings including corresponding with participants, arranging meeting space and accommodations, collecting reimbursement forms.
9. Learn Raiser's Edge software program to update data in database. Enters new constituent information into database.
10. Schedules and maintains the President and Vice Chairs' calendar of appointments, meetings and travel itineraries. Prepares any necessary information for meetings.
11. Prepares and proofreads correspondence, reports and other materials. Uses various PC software packages such as word, excel and outlook.

12. Responds to issues and tasks involving the administrative functions of the office. Handles situations in a timely and efficient manner.
13. Works with other Department Heads to help with administrative tasks as needed as directed by President.
14. Manages volunteer staff as needed for administrative support.
15. Coordinates all functions related to new hires including background checks, ordering equipment, setting up new office/cubicle.
16. Handles special projects such as assisting with impending office move.

QUALIFICATIONS

- Three (3) to five (5) years of administrative assistant experience.
- Proficient knowledge, with proven experience, of Microsoft Office applications.
- Strong oral and written communication skills, ability to interact with all levels of management.
- Well organized and detail oriented.
- Ability to work in a fast paced environment.
- Ability to maintain highest degree of confidentiality and diplomacy.

If you are interested in applying, please send your resume to Kerri Kaplan, President & Chief Operating Officer at kkaplan@lustgarten.org.