

Administrative Assistant
Part-time
Alzheimer & Parkinson Association of IRC

Overall Responsibility

Administrative Assistant duties and responsibilities include providing administrative support to ensure efficient operation of the office. Supports Alzheimer & Parkinson Association staff through a variety of tasks related to organization and communication, including taking minutes at monthly Board meetings. Responsible for confidential and time sensitive material. Ability to effectively communicate via phone and email. Ensure that Administrative Assistant duties are completed accurately and delivered with high quality and in a timely manner.

Key Tasks and Responsibilities

- Cooperate with others to achieve completion of all administrative activities for the office, primarily in the area of fundraising, marketing and community outreach.
- Record Board minutes.
- Maintain volunteer database.
- Assist with reception and telephones to ensure effective communication while maintaining a professional image.
- Assist in updating fundraising and attendance database.
- Send out correspondence.
- Oversee maintenance of office areas and equipment including copier.
- Order supplies as needed.
- Assist with events as needed.
- Other duties or projects as assigned.

Skills and Attributes

- A minimum of 3 years administrative/general office experience
- Excellent planning and organizational skills
- Well-developed interpersonal and communication skills
- Strong proficiency with computers, especially database management and full Microsoft Office Suite
- Outstanding interpersonal skills with regard to all stakeholders (Staff, Donors, Board Members, Clients, Caregivers and Health Care Providers)
- Ability to handle sensitive information with discretion and in a confidential manner
- Previous experience in a non-profit or with fundraising activity is a plus

Interested applicants should send their resume, cover letter and salary requirements **by email to:** Judith Lemoncelli, CFRE, Director of Development & Communications at judy@alzpark.org **no later than May 18, 2018.** Please put the words ADMIN ASST in the subject line.