

# Literacy Now Job Description

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**Job Title:** Administrative Assistant

**Job Status:** Part-time Salaried, Non-Exempt

**Reports to:** Development Director

**Job Description:**

The Administrative Assistant provides overall administrative support to the development and operations teams, including the donor database, donor acknowledgments, event coordination, purchasing supplies & maintaining inventories, and scheduling (meetings and donor cultivation activities).

**Required Skills:** The Administrative Assistant must have a passion for making a difference. The Administrative Assistant will have strong communication (written and verbal), interpersonal, organization and problem-solving skills, and willingness to be part of a team. A valid drivers' license, proof of auto insurance, and reliable personal transportation are a must. Must be proficient in Microsoft Office products: Excel, PowerPoint, and Word. Must be able to manage and prioritize multiple tasks.

**Operations Administrative Support**

- Prepare monthly mileage reports & upload expense receipts for ED
- Board of Directors quarterly meetings
  - Make and assemble copies (as directed by OM)
  - Purchase snacks for meetings
  - Assist with additional meeting preparations as needed
- Check mailbox weekly
- Deposit checks at Allegiance Bank
- Run errands as needed
  - Order & pick up staff lunch
  - Supply replenishment, etc.
- Prepare space for onsite meetings, as needed
- Contact meeting locations & coordinate logistics for staff meetings & training
- Staff Appreciation
  - Coordinate signatures & mail birthday cards for all staff members
  - Purchase & deliver bundtlets to all staff meetings
  - Prepare for all staff socials, holiday parties, and end of year celebration
- Coordinate logistics of Guild meetings (late Sep, mid-Feb, & mid-April)
  - Meeting notices
  - RSVPs
  - Purchasing food/beverages
  - Coordinate with meeting hostess

**Development Team Support**

- Record donations in CRM and/or Event Tracker daily.
- Manage, generate, and mail all tax receipts/letters for donations and in-kind donations weekly.
- Oversee volunteer support.
- Assist Development Manager with logistics for all mailings (invitation, solicitation letters, etc.): assembling materials and mailing with assistance from the printer or mail house.

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- Maintain inventories of marketing materials and promotional items for Development and Operations departments (invitations, general office, t-shirts, backpacks, bookmarks, brochures, etc.)
- Other support as requested.

### Donor Database Management

- Enter donations (monetary and In-Kind) into the donor database.
- Continually update and correct database records.
- Manage volunteer support to prepare and mail Welcome Kits to new donors.
- Create weekly giving reports.

### Events Support

- Assist Development Manager with event tasks
- Oversee/coordinate volunteers for mailing sponsorship materials and invitations.
- Schedule committee meetings as needed.

### Other General Responsibilities

- Additional duties as assigned
- Demonstrates excellent time-management skills.
- Exhibits the ability to multitask regularly.
- Works well with different individuals.
- Be a good role model, display strong character values, and respect students, co-workers, and faculty.
- Arrive at work on time with a positive attitude and ready to work.
- Attend all meetings and training.
- Respect and abide by all policies and procedures set forth by Literacy Now. Read the employee manual.
- Wear appropriate attire – jeans and shorts may be worn in the Literacy Now office but not when attending external meetings or other external events.

### Safety & Risk Management

- In-house training must be completed and renewed annually before working with youth.
- The Administrative Assistant should be aware that all information published on a blog or public website (Facebook, etc.) is publicly accessible. You are advised to be mindful that the information you post on the internet will likely be seen by members of the Literacy Now community and could reflect poorly on your character. Therefore, information posted on public websites that reflects poor character values is putting your job at risk.
- Must be able to lift 25 pounds.
- Employees may not be alone with or have contact with children they meet in Literacy Now programs outside Literacy Now. This includes babysitting, sleepovers, riding in cars, conversing with on the phone via spoken word or text, through online media, or inviting children to their homes

### Work Schedule

The Administrative Assistant is a 20 hours/week position running year-round with office hours of 10:00 – 3:00 Monday - Thursday. Occasional Friday, nights, and weekend hours are required to attend staff meetings or work fundraising events. Written approval from the Development Director must be obtained (at least 1 week in advance) if regular office hours need to be adjusted due to evening and/or weekend events.



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By signing below, the Administrative Assistant understands and accepts all rules and responsibilities of the job described above.

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Employee

Signature of Employee

Date