



Administrative Assistant

Reports To: Executive Director

Hours: Part-time, non-exempt position up to 30 hours per week with additional hours during peak times as necessary. Overtime is not allowed except in specific instances and only with prior approval. Shift: Primarily within 8:30 am – 4:30 pm timeframe with possibility of some evenings and weekends.

Basic Function

Provides administrative support to the Executive Director, other duties as assigned by Executive Director, and serves as administrative liaison between National Headquarters, local Affiliate and public at large.

Primary Responsibilities

General

1. Oversees the ongoing integrity and functionality of the Donor Database. Make corrections/additions/deletions to database as needed. Manage and update database information including sponsor list, news/media list and all other databases and mailing lists.
2. Prepares basic correspondence including, but not limited to, memos and letters. Prepares donor acknowledgements including, but not limited to, sponsorship, memorial and honorarium contributions, general donations.
3. Answers and resolves Affiliate telephone calls, routing calls to the appropriate Board Members and Key Committee Chairs as indicated.
4. Maintains volunteer files; Board of Director files; and office support files. Maintains master file of all correspondence, minutes, policies, and by-laws for archival purposes.
5. Maintains office supplies and equipment, ordering items as needed.
6. Coordinates the schedule and secures appointments, assists and coordinates on-site and off-site meetings including scheduling, ensuring related collateral materials/refreshments are available at the meetings as required.
7. Assist Executive Director in proofing the content and distribution of Affiliate media releases.
8. Manages updates to the Affiliate website and social networking sites as necessary for timely content, maintenance and expansion.
9. Enter and scan all data for PeopleSoft accounting program including, but not limited to, rapid invoice entry, quick deposits, bank reconciliations, and monthly financial board reports.

Mission

1. Prepares and maintains a resource guide of available services (breast health, treatment, and community-based services) for the Affiliate's service area.
2. Oversees Komen educational supply and order educational supplies/printed materials as needed
3. Assists the Executive Director in scheduling and coordinating education volunteers at breast health presentations and health fairs.
4. Assures the Komen website and social networking media sites are reflective of the Susan G. Komen Mission.
5. Maintains database of grantees and potential grantees for Request for Application (RFA) mailings.
6. Maintains education resource center in Affiliate office and administers educational literature to hospitals, clinics and others.

Position Qualifications

- Requires a high school diploma plus 2-3 years administrative experience.
- Requires strong written and verbal communication skills, attention to detail and solid organizational skills. Demonstrated high-level computer skills with Microsoft Office Suite including spreadsheet (Excel) applications. Basic bookkeeping knowledge.
- Work or volunteer experience in a not-for-profit environment desired.
- Salesforce database, Convio registration database, and PeopleSoft accounting knowledge helpful.
- Proven ability to effectively work with a variety of people from diverse backgrounds, experience, knowledge level, cultures, and communication styles.
- Non-Smoking Environment
- Primarily office-type environment, but may require some outdoor activity
- Must hold a valid driver's license
- Position may require occasional driving of personal vehicle (mileage will be reimbursed)
- Position may require out of town travel on occasion for training purposes
- Applicant must be able to push, pull, carry or lift a maximum weight of 25 lbs.
- Must be capable of bending, stooping, reaching above shoulder, grasping, standing/walking

No vacation taken during the months of September and October.

Internal and External Contacts:

Affiliate Staff
Komen Headquarters Staff
Local Board of Directors
Volunteers
General Public
Survivors
Donors, Potential Donors
Vendors

Our Mission is to save lives and end breast cancer forever by empowering people, ensuring quality care for all and energizing science to find the cures.