



## **ADMINISTRATIVE ASSISTANT/EVENT COORDINATOR**

### **Overview**

The ideal candidate is experienced in handling a wide range of administrative support related tasks and is able to work independently with little or no supervision. The candidate is well organized, flexible and appreciates the challenges of supporting a small staff and large board of volunteer directors. Excellent written and verbal communication and attention to detail are important. Also important is placing a high priority on customer service to all constituents, a demonstrated ability to be flexible and creative as well as being a proactive self-starter with a commitment to accuracy in details in project completion.

### **Requirements:**

- Minimum 3 years' experience with administrative responsibilities including strong clerical skills
- Non-profit experience preferred
- Detail oriented with excellent verbal and written communication skills
- Intermediate skill level with MS Office, including Word, Excel, Outlook, PowerPoint and Publisher
- Ability to work independently as well as with peers, volunteers, large volunteer board of directors
- Status: hourly
- Deadline for submittal: June 15, 2018
- Submit cover letter and resume to: [Isabelle@nevadawomensfund.org](mailto:Isabelle@nevadawomensfund.org).

### **Administrative**

General office support to include, but not limited to:

- Opening and sorting mail
- Answering phones
- Copying materials as required
- Hard copy filing of general and donor documentation and communication
- Ordering and maintaining inventory of office supplies
- Making appointments as needed and managing President/CEO appointment calendar
- Preparing correspondence when required by President/CEO
- Assembling and mailing all office correspondence
- Preparing annual vendor files for new year
- Preparing annual bank file folders for new year
- Annual maintenance of organization Operation's Manual
- Coordinating with technicians for support of copier, computers and other technical equipment

## **Events**

Event coordination support to include, but not limited to:

- Communicating with event participants and tracking RSVPs
- Coordination of logistical details with event venue for large special events
- Receiving and processing event payments
- Prepare and track participant invoices
- Supports President/CEO with event details and management
- Supports preparation of event printed programs

## **Financial**

Organizational finance duties include, but not limited to:

- Preparing invoices and receivable tracking
- Maintains vendor files
- Prepares bank deposits in accordance with organization internal controls
- Working closely with bookkeeper for QuickBooks revenue and expense codes
- Works with President/CEO for other duties assigned