



“Preserving our culture,
Reaching our potential.”

(617) 506-8150
268 Bowdoin Street
Dorchester

ADMINISTRATIVE ASSISTANT

POSITION SUMMARY:

The Administrative Assistant manages internal operations and logistical support for the Cape Verdean Association. The duties will include general office administration, HR-related functions, support for the Executive Director, support for staff meetings, program management support, database management, newsletter and outreach support, and other technology assistance.

REPORTS TO: *Executive Director*

ESSENTIAL FUNCTIONS:

- Assume receptionist duties, greet public and refer them to appropriate staff members, answer phone, route calls, and take messages.
 - Assist staff with administrative duties as requested.
 - Cooperate in the maintenance and/or modification of agency data collection system.
 - Maintain accurate daily accounting of fees, donations and other revenue.
 - Assist with completion of necessary statistical reports as requested.
 - Compile statistical information for Executive Director as requested.
 - Develop and maintain agency inventory system.
 - Distribute incoming mail and prepare outgoing mail including bulk mail.
 - Maintain front desk area, keeping it clean and free from clutter.
 - Type and word process documents as needed.
 - Order office supplies and monitor inventory.
 - Update and maintain mailing lists.
 - Produce mailing labels and reports as requested.
 - Facilitate special event registration and execution.
 - Assist with various program operations as requested as responsibilities permit.
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- Develop and maintain a system of responding and tracking correspondence

- Update and maintain database
- Provide administrative and logistical support
- Assist in coordinating and running staff meetings through preparing materials for Board meetings and corresponding with staff as needed
- Work with staff to ensure the Executive Director is prepared and in possession of all materials and information that Staff needs to provide the Executive Director for meetings, conferences and other scheduled events
- Document and disseminate organizational policies to staff, prepare and maintain Employee Handbook
- Other duties as assigned

QUALIFICATIONS:

- Associates degree required, Bachelors degree preferred
- Must have high level of attention to detail
- Must have strong organizational skills
- Must have strong written and oral communication skills
- Must be able to initiate and complete projects independently
- Must have advanced skills in Microsoft Office
- Must have flexibility and ability to thrive in a fast paced environment
- Must have demonstrate integrity and professionalism