

## The Mentoring Center

### Administrative Assistant – Part-time

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

##### Supporting Operations and Administration

- General administrative support, including but not limited to the following: greet and direct visitors; answer office phone; re-route calls accordingly; perform standard clerical tasks as needed;
- Manage facility and supplies; work with service providers and vendors, assist with pre-approved purchases;
- Maintain database through regular input and updating of contact and participant information; create custom reports as needed;
- Ensure that office is kept in an organized manner, including break room, meeting room, reception and common areas
- Support communications systems: phone, email, website, social media;
- Maintain organized electronic (Dropbox, G docs) and physical files;
- Maintain office calendar

##### Supporting Programs and Evaluation

- Support trainings and programs, including reserving rooms, copying handouts, purchasing snacks, etc.;
- Assist in logistics for programs, regular meetings, graduations and events, i.e. reserving rooms, arranging for catering, setting up room, photocopying, etc.;
- Perform standard clerical tasks as needed to support programs (filing, scanning, copying, etc.);
- Assist with special projects and other duties as assigned

#### Qualifications: Successful candidates will possess the following experience and attributes:

- At least two years of experience in office administration, with strong preference for nonprofit experience
- Experience with Microsoft Office Suite (primarily Word and Excel), WordPress, Constant Contact, Google systems, including Google Docs
- Demonstrated ability to perform and prioritize multiple tasks with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, participants, external partners and donors
- Expert level written and verbal communication skills
- Highly resourceful team-player, with the ability to also be effective independently

- Proven ability to handle confidential information with discretion
- Ability to achieve high performance goals, meet deadlines and maintain sense of humor in a multi-faceted environment

### Compensation and Benefits

This is a part-time (20 hours/week) position. The starting pay is hourly, commensurate with level of experience. There is a possibility that hours might be increased in the near future.

### HOW TO APPLY

Interested candidates should email a descriptive letter of interest of one page or less, along with three (3) professional references and a resume, to [tmc@mentor.org](mailto:tmc@mentor.org). Subject line Administrative Assistant. Incomplete applications will not be reviewed.

Attachments should be in Word or PDF format, titled as follows:

lastname\_firstname\_resume.doc OR lastname\_firstname\_resume.pdf

lastname\_firstname\_letter.doc OR lastname\_firstname\_letter.pdf

Please, no faxes or phone calls.

The Mentoring Center is an Employment At-Will Employer