



ADMINISTRATIVE ASSISTANT

Division: Executive
Reports to: Chief Strategy Officer/Deputy Executive Director
Location: Nashville, TN
Full-time/Part-time: Full-time
Salary Grade: 23
Monthly Salary Range Minimum: \$2,492
FLSA Classification: Non-exempt (01)

Critical features of this job are described under the headings below. They may be subject to change at any time due to reasonable accommodation or other reasons.

Position Summary: Responsible for providing general administrative support to the Chief Strategy Officer and the Deputy Executive Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

- Assists with meeting and event planning, including sending out electronic and postal notifications, arranging for food, meeting space, and preparing meeting materials.
- Maintains current information about various agency groups for organization website.
- Receives and date stamps incoming division mail and express packages and assures distribution to the proper staff member.
- Prepares correspondence and routine statistical reports.
- Coordinates travel arrangements.
- Works on special projects as assigned by the Chief Strategy Officer and the Deputy Executive Director.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

- High School diploma or equivalent GED.
- Two to four years of successful, full-time employment in a business office environment, with a high level of public interaction.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

Knowledge and Abilities:

- Computer literate; advanced knowledge of Microsoft Word, Excel, and Outlook, and the internet.
- Working knowledge of standard office procedures and standard office equipment.

- Strong interpersonal skills.
- Excellent verbal and written communication skills.
- Builds and maintains positive relationships with internal and external constituents.
- Strong organizational skills.
- Strong time management skills; uses time effectively; consistently meets deadlines.
- Documents regularly, thoroughly, accurately, and completely.
- Excellent telephone and people skills.

EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER