

POSITION DESCRIPTION

Job Title: Administrative Assistant	Date: January 27, 2008
Department: Administration	FLSA Status: Non-Exempt
Grade/Salary Range:	Emp Grp:
Supervisor: President	Approved By:

Reporting Relationships:

The Administrative Assistant reports to the President

Job Description:

The Administrative Assistant provides administrative support to the President, manages Razor's Edge database, supports other staff as needed and provides general oversight on office equipment and coordination of building maintenance.

Responsibilities:

- Maintain CCHS database in Razor's Edge; generate membership renewal letters & correspondence, funding letters and report generation
- Work with Development staff to ensure accurate record maintenance, report generation and program support
- Coordinate/maintain maintenance contracts, IT equipment, including copier, faxes, printers, telephone system, and postage
- Support Cultural Center Manager for program, calendar of events and web site needs
- Provide Front Desk/Receptionist relief backup as needed
- Responsible maintaining internal calendar and handling petty cash
- Other duties as assigned

Specific Duties as Executive Assistant to President:

- Support administrative needs such as correspondence and scheduling
- Maintain board records and board committee records
- Work with committees and take meeting minutes as requested
- Support special events as needed
- Other duties as assigned

Qualifications:

- Pleasant can-do attitude
- Strong communication and interpersonal skills
- Ability to manage multiple tasks
- Highly developed organizational skills
- Team oriented
- Excellent computer skills in Microsoft Applications
- Razor's Edge experience preferred
- College degree requested or equivalent experience
- Minimum of 5 years of office administrative support

Work Schedule:

- Full time position with occasional weekend and evening hours

This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.