

POSITION DESCRIPTION

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Position Title: Administrative Assistant of Programs
Departments: Advocacy and Independent Living

Asst: Latricia Seye/Amber Smock
Date: March 2024

BASIC FUNCTION:

Performs high-level clerical and administrative support to Access Living's Vice President of Advocacy and Vice President of Independent Living, who supervise a total of more than 50 staff engaged in disability direct service and advocacy. Interacts patiently but efficiently with a wide range of people, including executive/civic leaders, government agencies, community organizations and grassroots people with disabilities in a fast-paced, information-rich environment. This position requires high detail orientation, professional communication, and commitment to a continuous learning environment.

SPECIFIC DUTIES:

- * **Maintains both Vice Presidents' calendar and schedules appointments. Keeps Vice Presidents apprised of upcoming external appointments and key communications;**
- * **Balances availability to support both Vice Presidents with administrative/technology supports within meetings when applicable;**
- * Coordinates schedules and projects as needed with the Executive Assistant who reports to Access Living's President & CEO and Executive Vice President;
- * Ensures coordination of logistics for events hosted or attended by the Vice President, may also attend external events to assist Vice Presidents with admin or technical support;
- * Coordinates meetings of the Board Program Committee and works to support development of agenda as well as taking notes and preparing meeting packages;
- * Communicates with fellow staff and other internal departments as required to promote maximum efficiency of the Program Departments;
- * Provide support for quality control, in coordination with Vice Presidents and Data Integrity Coordinator;
- * Takes notes at meetings as requested, and follows up with attendees regarding action items;
- * Serves as point of contact for the Vice Presidents as needed, triaging requests and prioritizing items that need response;
- * Composes memoranda and correspondence requested by the Vice Presidents;
- * Maintains confidentiality of sensitive information and documents;
- * Maintains travel records and expenditures, coordinating with the Facilities Manager and relevant administrative staff;
- * Completes other duties as assigned.

EDUCATION AND TRAINING: Minimum educational background required

High School diploma required. Two years of college and/or equivalent experience required. Bachelor's degree preferred. Knowledge of disability issues and independent living philosophy preferred.

EXPERIENCE: Length of time required to develop skills for acceptable performance

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Minimum of two years of experience in an administrative, clerical or other administrative support capacity. Must have experience with MS Office Suite and shared software platforms such as MS Team, OneDrive, and/or Google applications. Experience with multitasking in a fast paced environment preferred. Experience in disability related organization preferred. Familiarity with community organizing settings preferred.

PHYSICAL DEMANDS:

Occasional assistance with setting up events or meetings, including support for food or activities.

EQUIPMENT OPERATED:

All Microsoft Office products, specifically Excel, Word, Teams and Outlook. Sharing applications including Google Drive. Copier and scanner use.

WORKING ENVIRONMENT:

Office with open cubicle arrangement; hybrid with two days a week in-person.

PROFESSIONAL AFFILIATIONS:

None required.

NO. OF EMPLOYEES DIRECTLY SUPERVISED:

None.

SUPERVISED BY:

Vice President of Advocacy and Vice President of Independent Living

SALARY:

\$50,000 - \$53,000 Annually

HOW TO APPLY:

Email cover letter and resumé to both: Latricia Seye lseye@accessliving.org and Amber Smock asmock@accessliving.org.