

Administrative Assistant Volunteer

Summary

The Administrative Assistant Volunteer is a mission critical, administrative and technical support position responsible for assisting the Executive Assistant and other members of the Executive offices in order to help ensure the professional level of commitment to the operation of Fairhill Partners.

Responsibilities

- Maintains a high level of confidence and commitment in all aspects of position;
- Assists Executive Assistant with Board committee minutes, Human Resources filing/reports;
- Answers telephones and manages Executive offices in the absence of the Executive Assistant;
- Demonstrates the ability to work effectively in a multi-tasking, highly personalized environment;
- Exercises professional judgment and maintains a high level of confidentiality;
- May supervise other program/administrative staff as needed;
- May oversee a volunteer service unit and supervise volunteers;
- Demonstrates accountability for achievement of specific tasks and objectives related to the Fairhill Strategic Plan;
- Performs other duties as assigned.

Qualifications

- Minimum five (5) years successful, administrative experience or equivalent specialized education;
- Experience working with all levels of management as well as front line staff; experience working with intergenerational populations and/or older adults preferred;
- Proficient in the use of position-related software and tools, as well as MS Office 2000 products;
- Professional appearance, attire and demeanor.