



Administrative Assistant



MISSION

Our mission is to inspire all girls to be strong, smart, and bold^(SM) through innovative programs, activities, and advocacy and to provide before and after school child care services supporting youth and their families through Alameda Island Kids.

REPORTS TO: CEO

LOCATION: Alameda, CA

POSITION DESCRIPTION

The Administrative Assistant position is an integral part of the Girls Inc. of the Island City (GIIC) team. This role provides critical front office management and support to the CEO necessary for the organization to run expertly and effectively. The Administrative Assistant will successfully oversee operations of the front office and provide support to the Leadership team as needed.

Responsibilities:

Office Management

- Provide oversight to an efficient, organized, well-equipped and supplied office.
- Manage insurance policy renewals
- Maintain a record of assigned building keys
- Process property tax payments
- Coordinate with tax preparer and CEO to file state and federal taxes
- Order, organize and store general office, custodial and emergency supplies
- Process travel arrangements for staff as needed
- Coordinate maintenance and repair of household and program appliances

Public Relations

- Serve as the front-line staff member who interacts with the public, program participants, Board members and community leaders
- Assume majority of responsibility for answering and directing calls
- Accept and sort donations

CEO Support

- Create and produce all materials as requested for Board meetings
- Perform administrative duties as requested
- Provide administrative support to Board of Directors as needed

Other Administrative Duties

- Process new staff paperwork and maintain personnel files
- Support with vendor payments
- Assist with coordination/implementation of agency events
- Assist with management of volunteers
- Other duties as assigned

Qualifications:

- 2+ years office experience; Bachelors preferred
- Highly developed computer literacy and experience with MS Office Suite, Excel, PowerPoint, Google Suite, databases
- General office experience in reception; excellent oral and written communication skills; well-honed office management organizational skills; ability to set up and maintain filing and records systems
- Self-starting and ability to work with minimal supervision
- Ability to operate, maintain and monitor use of copy machine and other office equipment
- Strong interpersonal skills and ability to problem-solve
- Ability to carry up to 25 pounds.
- Available for occasional evenings/weekends

Hours of Work: 30 hours/week, non-exempt

Hourly Rate: \$22 to \$25 per hour, depending on experience; vacation sick leave and paid holidays available; benefits eligible

Girls Inc. of the Island City is based in Alameda, CA, and is a local affiliate of the national organization, Girls, Inc. Our mission is to inspire all girls to be **strong, smart, and boldSM**. We achieve our mission through innovative, research-based programs; hands-on, interactive activities; and advocacy. Our after-school and summer programs serve girls ages 6-18, and embolden them to embrace risks, increase confidence and self-esteem, and take action to achieve their dreams.

If you are interested in applying or would like to know more about this position, please send email to sburton@girlsincislandcity.org. Please type Administrative Assistant as subject.