



Job Description

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| Job title | Administrative Assistant |
| Reports to | President & CEO |

Primary Responsibilities

The Administrative Assistant is responsible for administrative matters affecting Prevent Child Abuse North Carolina's (PCANC) operations. The Administrative Assistant will report to the President & CEO and work to ensure smooth and efficient office operations.

Specific Responsibilities

Administrative Duties

- Coordinate appointments and calendar entries for the President/CEO.
- Provide travel directions and arrange for accommodation and rental car reservations for the President/CEO and Management as needed.
- Submit travel and expense reimbursement for the President/CEO.
- Schedule and take minutes for all Meetings and follow up with action steps/parking lot items emailed to all Team members.
- Prepare handouts for various meetings.
- Perform general office duties, including answering phone calls, routing calls/ messages and greeting staff and visitors in the office.
- Carry out administrative duties such as filing, scanning, etc.
- Ability to prioritize projects, resolve problems, pay attention to details, and meet expected deadlines.
- Pre-process *all* income according to the PCANC financial policies and procedures.
- Confidentiality and trustworthiness are essential.

Office Management & Records Retention

- Serve as primary contact with the property manager/office maintenance and coordinate work order requests and follow-up.
- Monitor physical appearance and organization of the overall office, arrange periodic office clean-up days, and maintain all office equipment.
- Coordinate, plan, and manage any office move and ensure the office is up and running efficiently.
- Process all mail according to general office procedures.
- Take inventory of office supplies and order when necessary.
- Maintain Outlook shared calendars (including, but not limited to, Shared, Conference Room) and update Outlook shared contact lists (including, but not limited to, staff member contacts, past and present and new vendors).

Prevention Action Network and Implementation Support Network Memberships

- Serve as the primary contact for Prevention Action Network and Prevention Programs Network members and the general public via telephone and email. Ensure all calls/emails are directed to the appropriate staff person. Respond to all messages left in the General Mailbox.
- Coordinate with the Donor Database Manager on annual Prevention Action Network renewal data exports for and preparation of accurate renewal notices and member acknowledgments, tracking of renewals, and posting of fees paid.

Other

- The Administrative Assistant is expected to perform other additional and/or alternative duties as assigned from time to time, including supporting other departments or Executives as needed.
- Occasional weekend and/or evening hours may be required based on the need (examples include working during conferences, trainings, or fundraising events).

Skills and Job Qualifications

- Must have excellent verbal and written communication, time-management, interpersonal, and exceptional organizational skills.
- Attention to detail and multi-task oriented.
- Comfortable bending and lifting, up to 10 to 15 pounds, occasionally.
- Proactive in approach to job duties and work.
- Excellent computer and technology skills including advanced working knowledge of Microsoft SharePoint, Word, Excel, Outlook, Teams and Zoom.

Education and Experience Requirements

- A minimum of an associate's degree in business administration or related field is required.
- A minimum of three years of Administrative Assistant experience working in an office environment, performing administrative duties, and providing administrative support is required.

Direct reports

N/A

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| Approved by: | <i>Signature of the person with the authority to approve the job description.</i> |
| Date approved: | <i>Date upon which the job description was approved.</i> |
| Reviewed: | <i>Date when the job description was last reviewed.</i> |

Equal Opportunities and Accommodations Statement

Prevent Child Abuse North Carolina is proud to be an equal opportunity employer, seeking to create a welcoming and diverse environment. We do not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran status, disability status, or any applicable characteristics protected by law.