



ATLANTA RONALD McDONALD HOUSE CHARITIES (ARMHC)

Job Title: Administrative Assistant

Job Purpose:

The Administrative Assistant is responsible for all administrative tasks as well as managing all aspects of Board and Board Committee meetings, including agendas, presentations and ensuring that all appropriate agenda items are addressed. The Administrative Assistant reports directly to the President & CEO.

Qualifications:

1. Bachelor's Degree. Have a clear knowledge of non-profit compliance and mission of ARMHC.
2. Excellent writing, editing and communication skills.
3. Requires prompt performance, strict attention to detail, and ability to work independently.
4. Requires an ability to provide prompt follow-up to all requests and inquiries brought to the attention of ARMHC by the RMHC Global office.
5. Knowledge of business protocol; excellent organizational and interpersonal skills; and the ability to prioritize while completing multiple assignments.
6. Excellent communication, presentation, assessment, organizational and time management skills.
7. Experience with invoice processing, accounts payable, and financial software, QuickBooks and Excel, preferred.
8. Excellent computer skills and knowledge of applicable software programs including Microsoft Office Suite and PowerPoint.
9. Adept at problem solving, ability to work under pressure and meet deadlines for Board and committee meetings, as well as event and fundraising activities.
10. Available to work long hours, including evenings and weekends as needed, to complete goals and activities.
11. Characteristics: dependability, high level of maturity, tactfulness, honesty, trustworthiness, personal integrity, flexibility and professionalism.

Job Description

Administrative Assistant

Updated February 2018

Essential Functions:

- Responsible for working with the President & CEO on scheduling and communication of quarterly Board of Directors and Advisory Council meetings
 - Serve as liaison on all matters with the Board and Advisory Council.
 - Ensure the development of meeting materials and meeting set-up.
 - Take meeting minutes and ensure all follow up items are assigned.
 - Schedule new Board member orientations, Service Days and Dinner Service volunteer opportunities for the Board and Advisory Council members.
- Ensure Board and Advisory Council lists are kept up to date and distributed as needed. Enter constituent information in Raiser's Edge.
- Develop and execute monthly Board & Advisory Council E-updates.
- Manage Board, Advisory Council and Alumni Board Portal pages as needed.
- Maintain Board and Advisory Council Participation Charts and assist with Quarterly Board Scorecards by entering committee participation in Raiser's Edge.
- Responsible for working with President & CEO on scheduling and communication to Board of Directors Alumni.
- Responsible for working with the President & CEO on scheduling and communication of quarterly Staff meetings, individual bi-weekly Leadership staff update meetings, and monthly Leadership Team meetings.
- Draft internal and external memos, letters, presentations, and other documents.
- Manage President & CEO calendar.
- Review and edit the Financial Policies and Standards annually to ensure they are up to date.
- Assist with online donation processing utilizing The Raiser's Edge Online Express.
- Review/code/process invoices weekly for approval and upload to accountants.
- Manage invoice filing system.
- Propose and track annual budgets for Office Supplies and Maintenance, Technology, Staff Expenses, Meetings, Postage, and Bank & Merchant Fees categories.
- Prepare reports for staff from QuickBooks on expenses and revenue.
- Facilitate annual financial audit and Form 990 documentation assembly between staff, auditors, and accountants.
- Manage all bank deposits.
- Manage office supply order process.
- Maintain vendor contact spreadsheet for staff use and communicate with vendors.
- Oversee and ensure office equipment is operational (copiers, postage meters, etc.).
- Maintain and update RADAR system with program and staff information. Assist staff in utilization of the Communities and Resource Library Modules.
- Communicate electronic fund transfers through RADAR to appropriate staff.
- Manage Southwest Ticket program.
- Manage process for gifts for key constituents including tracking, ordering, and delivery.
- Ensure kitchen and production room are stocked appropriately and organized.
- Maintain and update Staff Directories.
- Attend meetings and functions as designated by President & CEO.
- Assist with the execution of all ARMHC special events as needed (e.g. ARMH Golf Classic, Car Raffle, Brookhaven/Atlanta Dines In, Brookhaven Home Tour, Hearts and Hands Gala).
- Local travel in a 90-mile radius to meetings, appointments as needed.

Job Description

Administrative Assistant

Updated February 2018

Disclaimer:

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the position. While this is intended to be an accurate reflection of the current position, management reserves the right to revise the position or to require that other or different tasks be performed when circumstances change (i.e. emergencies, changes in personnel, workload, rush job, or technological developments).

Physical Demands

- Maintain an office within Administrative Offices of ARMHC.
- Near visual acuity essential for reading.
- Talking and hearing essential for communication.
- Physically able to climb stairs.
- Physically able to transport items necessary to set-up events.
- Travel

Responsibility:

The Office Manager is directly responsible to the President & CEO of Atlanta Ronald McDonald House Charities and is evaluated annually.

Approved:

President & CEO

Date

Accepted:

Administrative Assistant

Date

