



## **GENERATION ALIVE**

### **Administrative Specialist**

#### **POSITION OVERVIEW**

Working as a key part of the Generation Alive team, the Administrative Assistant will advance the mission of empowering the rising generation of youth by handling critical administrative tasks in and around the GA office. This includes, but is not limited to, handling mail, answering and returning phone calls, organizing the office, processing donations and invoices, and providing administrative support to both development and program staff.

#### **ROLES & RESPONSIBILITIES**

##### **Donation/Invoice Processing**

- Handles all donations that come into the office.
- Ensures donors receive acknowledgement materials in a timely fashion.
- Maintains and organizes Generation Alive's donor database, Kindful.
- Works with the development team to ensure Thank You cards are sent.
- Work with the Generation Alive bookkeeper regarding all vendor invoices and payments.
- Manage and enhance Generation Alive's online giving software, including our general giving and program-based giving platforms.

##### **Office Management**

- Phone management – answer phone, retrieve voicemails, and return calls as needed.
- Ensure that the Generation Alive office is clean and organized.
- Ensure that Generation Alive filing cabinets are organized and records are being properly retained.
- Makes necessary purchases of office supplies and equipment.

##### **Staff Support**

- With the CEO, prepare all needed paperwork for both weekly staff meetings and monthly board meetings.
- Send out reminders and calendar invitations for upcoming meetings.
- Be available for project-based support and needs, i.e. administrative needs for an upcoming open house or event.

##### **Staff Involvement**

- Be an engaged and value-driven staff member of Generation Alive.
- Consistently seek to get better as a leader.

**REQUIREMENTS, SKILLS & ABILITIES:**

- Commitment to supporting Generation Alive's Christian values and Code of Ethics; willingness to work in a setting that demonstrates these on a daily basis.
- A passion for the work of Generation Alive and commitment to the mission of empowering the next generation.
- Evidence of clear organizational and administrative skills.
- Demonstrates technological savviness.
- Ability to work with minimal supervision and solve problems independently.
- Desire to work as a member of our Generation Alive team and develop thriving working relationships with staff, interns, volunteers, and donors.
- Demonstrates a teachable and humble spirit.
- High level of energy, integrity, and a sense of humor.

**COMPENSATION**

Weekly: Up to 10 hours/week (\$13.69/hour)

PTO: Sick Leave (1 hour of paid sick leave for every 40 hours worked)

Status: Part-Time, Non-Exempt

Supervisor: Chief Executive Officer