

Position Description

Job Title: Administrative Assistant
Reports To: Executive Director
Status: Contract-to-Hire Position. 6-month contract; Part-Time (15/wk)
Start Date: Late July/Early August

To Apply: Submit a brief cover letter with relevant professional experience and resume to:
leigh.ponniah@iadms.org.

Summary of Position

Under the supervision of the Executive Director, the Administrative Assistant will perform a range of complex administrative and project management support, be the point person for all potential and existing member communications, and serve as the Director's liaison to internal and external constituencies.

This position is fully remote and will include approximately 15 hours/week of regularly scheduled "office" hours (flexibility necessary for scheduled events/meetings in the early morning/late evenings and weekends, as required – scheduled in advance).

Responsibilities

Membership & Communications

- Serve as primary point of contact for members, addressing and liaising on any member inquiries and/or concerns
- Maintain membership reports, surveys, call outs, etc. for review/analysis
- Coordinate with internal and external parties/vendors on member reports, as needed/upon request
- Website updates for member and IADMS events, news, publications, and policies, as submitted
- Review monthly/quarterly website and social media (SM) analytics and provide input with IT on website accessibility and optimization
- Support social media responses toward IADMS resources

Financial

- Support staff in preparing invoices and collecting/tracking payments
- Regularly monitor the annual operating budget and communicate with our bookkeeper and ED regularly on the financials and membership stats
- Order office supplies
- Support bookkeeper with acquiring financial documents needed for payments and/or reimbursements
- Support 501(c)(3) compliance

Other Administrative Tasks

- Manage OneDrive Cloud Storage and Google Drive Cloud Storage site, ensure access as required, update documentation, monthly back up and monitoring, etc.
- Create spreadsheets to track ongoing budgets, projects, contact lists, and various benchmarks of organization
- Attend meetings with staff and committees, as requested
- Schedule/send gifts and messages on behalf of association

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- Organize/schedule both internal and external meetings using administrative software (Experience with GSuite and Zoom required)
- Write and distribute meeting minutes, as requested
- Ensure all outgoing documents are in line with IADMS branding guidelines
- Assist with drafting, proofreading, editing, and distributing correspondence, memoranda, press release, and reports, when requested
- Maintain administrative accounts (i.e. GSuite, Campaign Monitor, Canva, Umbraco, Azure, Zoom)
- Consistently research ways to improve administrative processes

Minimum Qualifications:

- Must have or be able to obtain legal authorization to work in the US
- Minimum of a Bachelor's degree with 3-5 years administrative/office/clerical experience (or part-time equivalent thereof) and 2 years in nonprofit arena required (or part-time equivalent thereof)
However, a combination of experience and education will be taken into consideration.
- Strong proficiency with Microsoft Office Suite (Word, Excel, PowerPoint) and Google Drive
- Strong proficiency with QuickBooks
- Strong proficiency with social media (Facebook, Instagram, Twitter, LinkedIn, etc.)
- Dance/performing arts knowledge preferred but not required

Skills/Knowledge:

- Strong customer service skills
- Strong organizational skills and attention to detail is critical
- Effective time management skills
- Ability to maintain confidentiality of highly sensitive information
- Advanced problem-solving skills; always seeking the best possible solutions
- Ability to work as part of a team and to work independently on multiple tasks and complete successfully with minimal supervision
- Ability to manage and follow through on multiple projects and meet deadlines with minimal supervision
- Ability to cope with a fast-paced work environment

Essential Competencies/Behaviors:

- Professional presentation that reflects the IADMS culture and values
- Displays mature demeanor, common sense, and good judgment
- Must be able to act with honor, character, and integrity
- Driver of positive change
- Sense of humor

Compensation:

Pay commiserate with experience. Hourly wage between US\$17-21/hr

This is a contract-to-hire position; potential for this position to become a part-time salaried staff position at the completion of the 6-month contract.

IADMS is committed to a policy of non-discrimination and equal opportunity for all employees and qualified applicants without regard to race, color, gender, age, religion, national origin, ancestry, sexual orientation, disability, veteran or military status, marital status, genetic information, or any other status protected by applicable law. Employment decisions at IADMS are based on merit, qualifications, and skills.