



Senior Office Assistant Posting Details

Full Time, Non-union

Reports to: Executive Director

Hourly

Location: 741 Westminster St. Providence, RI 02903

Overview: Provide secretarial and administrative office support to Quell staff including, but not limited to the President & CEO and Executive Director

Essential Duties:

1. Represent The Quell Foundation in face-to-face, phone and email interactions with all prospective and current donors, corporate sponsors, organizational partners, students, staff, vendors and board members.
2. Organize and coordinate office operations and procedures in order to ensure organizational effectiveness and efficiency. Coordinate inventory and supply management for the office.
3. Coordinate internal and external calendars. Book travel arrangements and accommodations for staff and volunteers. Manage the collection and tracking of staff and volunteer receipts as well as the monthly reporting of all travel expenses.
4. Prepare staff meetings and agendas and participate on conference calls by recording and distributing meeting minutes and action steps to assigned staff.
5. Manage office shared drive, keeping folders current, organized and spreadsheets up to date including, but not limited to event RSVPs, mailing lists, prospect portfolios and program development. Maintain updated portfolio of confidential records submitted to the organization by scholarship applicants and award recipients.
6. Develop, implement and oversee monthly donor acknowledgements and gift receipting procedures.
7. Perform intermediate and advanced computer functions including managing databases, creating, analyzing and integrating and importing linked spreadsheets, and creating mail, envelope and table merges in Excel. Create master documents and reports using information from various sources.

Marginal Duties:

1. May, with supervision help organize and coordinate special projects including presentations, fundraisers and documentary screenings.
2. Perform all other duties as may be required.

Qualifications:

- High school diploma or equivalent (undergraduate degree preferred)
- Minimum 5 years experience in administrative and support staff activities
- Experience in non-profit development preferred

Required Skills/Experience:

- Strong written and verbal communication and grammatical skills
- Ability to manage multiple tasks/projects and deadlines simultaneously
- Experience working with confidential information
- Ability to identify and resolve exceptions and to interpret data
- Proficient computer skills, especially Microsoft Office applications