



## THE QUELL FOUNDATION JOB POSTING

### Administrative Assistant

Part-time

Reports to: Executive Director

Hourly

Location: 741 Westminster St. Providence, RI 02903

#### Overview:

Provide secretarial and administrative office support to Quell staff, particularly for the CEO and Executive Director.

#### Essential Duties:

- 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.
- Organize and coordinate office operations and procedures in order to ensure organizational effectiveness and efficiency. Coordinate inventory of office supplies and branded property.
- Manage internal and personal calendars. Book travel arrangements and accommodations for staff and volunteers. Manage the collection and tracking of staff and volunteer receipts as well as monthly reporting of all travel expenses.
- Prepare staff meetings and agendas and participate on conference calls by recording and distributing meeting minutes and action steps to assigned staff.
- Manage office shared drive, keeping folders current, organized and spreadsheets up to date. To include: event RSVPs, mailing lists, prospect portfolios and program development, and screening calendar.
- Distribute monthly donor acknowledgement and gift receipting procedures.
- Perform intermediate and advanced computer functions including managing databases, analyzing spreadsheets, creating mail merges in excel.
- Perform all additional duties as 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

**Job Type:**  
Part Time

**Salary:**  
\$17.00 to \$21.00 /hour

**Education:**  
High school or equivalent (Required)

**This job will require you to pass a background check:**  
No