



## Metro TeenAIDS Job Opening Administrative and Development Assistant

### Job Description:

Metro TeenAIDS is seeking an Administrative Assistant to provide support to our growing organization for approximately 30-40 hours a week. This position will assist in the day-to-day operations of this community-based non profit organization with 30 full time staff, 40 youth staff, and 15 AmeriCorps members. This individual must enjoy working among diverse staff and youth. This position reports to the Operations Manager. The position will also work 10 hours a week in support of fundraising efforts. There is a possibility that this position can be fulltime.

### Administrative Tasks:

- Reads, screens, and organizes incoming correspondence;
- Receives and screens incoming calls, voicemails, and visitors; handles some matters personally and forwards others to appropriate staff;
- Manage incoming / outgoing mail, shipping, supply distribution;
- Compose letters, emails and memoranda in response to incoming mail, calls, or other office matters;
- Keep inventory of supplies, order as needed, and maintains supply storage areas;
- Maintain organizational files and records using physical files, and various software programs including Excel and MS Word;
- Provide special assistance on projects as assigned;
- Assists in tracking and managing facility maintenance and needs
- Performs related work as assigned.

### Development Tasks:

- Data entry into donor database
- Creation, mailing of donor thank you letters
- Logistical support for donor events including Metro TeenAIDS Annual Auction
- Preparation and stocking / maintenance of MTA marketing and development materials
- Creation of reports using Excel, Donor data base
- Support of the executive director and other staff in scheduling meetings and presentations
- Maintain grant files including electronic and physical files as well as tracking award notice letters and notifying appropriate staff.

### Skills / Requirements:

- High School Diploma or GED
- Advanced knowledge of Microsoft Office
- Minimum 2 yrs experience in an Administrative capacity
- Ability to interface with many work styles and temperaments
- Ability to meet deadlines
- Pleasant telephone manner
- General clerical skills; Proofreading/Editing skills
- Ability to compose correspondence
- Strong and effective communication skills, both verbally and in writing

### Preferences:

Applicant should have competence in working with diverse populations. Knowledge of administrative and management information systems; modern office practices and procedures, including efficient record keeping. Applicant should demonstrate an ability to use diplomacy, discretion, and judgment in all areas of their work.

**Hourly Rate:** \$14-16/hr.

**Hours:** 30-40 Hours/week --- with possibility of 40 hrs/wk

**Benefits:** Vacation & Sick Leave; Insurance; Professional Development. Benefits are provided in proportion to percentage FTE (e.g. 30 hours / wk = 75% FTE, meaning MTA pays for 75% of health insurance, etc)

**Position open until filled.**

**To Apply:**

Please send an email with your resume and cover letter as attachments to:

Anne Hoyer  
ahoyer@metroteenaid.org

**Please title the email:** Admin Asst – with your last name. (Admin Asst Hoyer). Also, please name the documents like this: Hoyer Resume Admin Asst.pdf and Hoyer Cover Admin Asst.pdf.

No phone calls.

**Note:** All applicants will be required to agree to a criminal background check. A criminal history will not necessarily disqualify an applicant from consideration.