

## **Metro TeenAIDS Job Opening Administrative Assistant**

### **Job Description:**

Metro TeenAIDS is seeking one full-time Administrative Assistant to provide administrative support to our growing organization. This position will assist in the day to day operations of this community-based non profit organization with 22 full time staff, up to 40 youth staff, and 22 AmeriCorps volunteers. This individual must enjoy working among diverse staff and youth. This position reports to the Operations Manager.

The employee will be responsible for routine Administrative tasks which include, but are not limited to:

- Reads, screens, and organizes incoming correspondence,
- Receives and screens incoming calls and visitors; handles some matters personally and forwards others to appropriate staff,
- Composes letters, emails and memoranda in response to incoming mail, calls, or other office matters,
- Performs a variety of executive support tasks that may be highly confidential and sensitive,
- Operates computers and utilizes various computer programs to produce and update a variety of documents in final form,
- Schedules and coordinates bi-monthly staff meetings,
- Assists in the coordination of the general office calendar, and the calendars of some staff, arranging appointments and meetings,
- Assists with projects and events management,
- Works with Operations Manager in managing site needs, which may include calling for technical support or for other facility maintenance issues,
- Assists the Operations Manager with inventory and ordering of office and program supplies,
- Establishes and maintains various filing and records management systems,
- Performs related work as assigned.

### **Skills / Requirements:**

1. High School Diploma or GED
2. Advanced knowledge of Microsoft Office
3. Ability to interface with many work styles and temperaments
4. Ability to meet deadlines
5. Pleasant telephone manner
6. General clerical skills; Proofreading/Editing skills
7. Ability to compose correspondence
8. Experience organizing, scheduling, coordinating, and making decisions relating to assigned projects
9. Strong and effective communication skills, both verbally and in writing

**Preferences:**

Applicant should have competence in working with diverse populations. Knowledge of principles and practices of business administration, and employment laws; common techniques and practices of research and report-writing methods; 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.

**Salary: \$30,000 / Year****Fringes: Vacation, Sick, Health, Dental, and Professional Development Funds****Position open until filled.****To Apply:**

Applicants must submit a resume and cover letter. Please include current contact information.

**Mail, Fax, or Email to:**

Metro TeenAIDS

Attn: Anne Hoyer

PO Box 15577

Washington, DC 20003

Fax: 202.543.8249

HYPERLINK "mailto:ahoyer@metroteenids.org" [ahoyer@metroteenids.org](mailto:ahoyer@metroteenids.org)

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