

## **San Diego Family Justice Center Foundation Job Description**

**Job Title:**     **Administrative Assistant**

**Reports to:**   **Executive Director**

The Administrative Assistant handles the everyday administrative duties and provides secretarial support to the Executive Director and the Director of Development. Additional responsibilities include but are not limited to the following:

### **Database maintenance**

- Generate financial reports,
- Coordinate data for mailings
- Responsible for donor acknowledgments and office correspondence
- Order office supplies, maintain filing system, coordinate printing projects, create information packets
- Keep work areas tidy
- Assist with special events
- Prepare outgoing mail and coordinate pick up or delivery as necessary
- Run errands

### **A key responsibility is to the Board of Directors:**

- Responsible for taking minutes at monthly board meetings
- Participates in preparation of materials for board meetings
- Provides information and technical assistance to board members relating to business
- Represents Executive Director to present organization's viewpoints and encourage acceptance of goals and objectives
- Perform other relative duties as requested by immediate supervisor or other appropriate management
- Maintain a positive and respectful attitude

### **Other:**

- Ability to write and edit effectively
- Ability to communicate the written and spoken word with tact and diplomacy
- Well-disciplined, self-starter
- Ability to work under pressure of many priorities and meet deadlines
- Ability to work effectively with volunteers
- Maintain a thorough understanding of the Foundations' vision.
- Must demonstrate communication, organizational, administrative and office managerial skills
- Must be a team player
- Must possess superior computer skills