

JOB TITLE: Confidential Administrative Assistant
CLASS: Non-Management, Non-Represented
CATEGORY: Regular (after Probationary)
STATUS: Part Time, Hourly Wage, Non-Exempt
BENEFITS: Not Eligible
REPORTS TO: Administrative Services Manager
LAST UPDATED: October 12, 2012



JOB SUMMARY:

This position efficiently and effectively provides general administrative support for the Board and managers of Free Geek. This position has regular access to confidential information about future bargaining strategy or changes that Free Geek anticipates may result from collective bargaining.

DETAILED ESSENTIAL RESPONSIBILITIES:

- Keep abreast of relevant (and frequent) emails.
- Prepare agendas and informational packets for Board members before meetings.
- Take minutes at Board meetings, including during executive sessions.
- Maintain records of Board decisions and actions in accordance with legal requirements, Free Geek policy and non-profit best practices.
- Distribute draft and approved minutes through the designated channels.
- Suggest improvements to policies and procedures related to areas of responsibility.
- Other duties as assigned.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

- Ability to maintain a calm, positive and professional attitude at all times in a sometimes chaotic environment.
- Ability to preserve confidentiality while dealing with multiple lines of authority.
- Ability to consistently follow policies and procedures.
- Strong organizational skills and attention to detail.
- Fluency in spoken and written English.
- Good interpersonal skills.
- Demonstrable self-motivation and personal initiative.
- Proficiency with using standard office software.
- Ability to learn Free Geek documentation tools.
- Reliability and punctuality.

- Must not be afraid to ask questions, but must be able to work without direct supervision on a regular basis.
- Ability to remain flexible about duties and expectations as Free Geek grows and changes.
- Availability for regularly scheduled Board meetings and the flexibility to be available for emergency meetings as necessary.
- Basic familiarity with principles and practices of non-profit governance.

DESIRED SKILLS, KNOWLEDGE AND ABILITIES:

- Demonstrated confidence and competence working with diverse populations.
- Previous Free Geek employment or volunteer experience.