

JOB TITLE: Confidential Administrative Assistant

CLASS: Non-Management, Non-Represented

CATEGORY: At-will

STATUS: Part Time, Hourly Wage, Non-Exempt

BENEFITS: Not Eligible

REPORTS TO: Director of Operations

LAST UPDATED: May 16, 2013



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, as well as a variety of confidential information about specific employees and volunteers.

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.
- Maintain document filing and other records retention and destruction systems.
- Assist with routine bookkeeping tasks.
- 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.
- Accuracy in data entry and basic mathematical calculations.
- 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.
- Coursework or prior work experience with bookkeeping and/or accounting.