

NC Family Job Description: **Administrative Assistant**

The North Carolina Family Policy Council (NC Family) is seeking a full-time administrative assistant. The ideal candidate will have a passion for the mission of NC Family; work well in a collaborative team environment; possess strong interpersonal and communication skills; be a self-starter who can work independently; and possess a high level of professionalism, skill and discretion.

KEY RESPONSIBILITIES

- Works under the direction of and is directly reportable to the Director of Operations.
- General office management, including reception, mail disbursement, bank deposits, ordering office supplies, general email correspondence, liaison with vendors, and maintaining a neat and tidy office environment (plant watering, kitchen cleanliness, conference room upkeep).
- Maintaining accounts receivable, accounts payable, bank reconciliations, and bank deposits.
- Maintaining donor/constituent database/CRM, including data entry, donation management, receipting, and related reports.
- Ensure front office coverage, including phone calls and assisting visitors.
- Maintain office calendar, schedule staff meetings, and coordinate office events.
- Carries out administrative duties such as filing, typing, copying, binding, and scanning.
- Handle office-wide shipping and mailing needs
- Assisting staff to accomplish various objectives and tasks under the direction of the Director of Operations.
- Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.
- Managing disbursement of NC Family's flagship publication *Family North Carolina* magazine.
- Provide administrative support for event logistics including scheduling, speakers, sponsorships, print materials, and venue.

JOB QUALIFICATIONS/REQUIREMENTS

- 3+ years of related experience.
- Exhibits polite and professional communication via phone, e-mail, and mail.
- Practical and relevant experience in a business setting.
- Knowledge of and passion for the issues outlined on the NCFamily.org website.
- Self-starter with ability to work independently and in groups.
- Computer and technological competence, including Mac OS, Microsoft Office Suite, QuickBooks, and a general willingness to learn new software programs, a must.
- Basic knowledge of Adobe Design software a plus.
- Notary Public, a plus.
- This position will operate out of NC Family's office in Raleigh, NC.
- Compensation package includes benefits and competitive salary commensurate with experience.