



Volunteer Service Opportunity

Title	Administrative Assistant to the Executive Director
Responsible to:	Executive Director
Responsibilities	<p>Provides administrative support, such as maintaining organizational files, calendars, and schedules, coordinating meetings, editing and preparing newsletters, brochures, proposals, and basic reports, researching information, and providing related support. Preparing handbooks and training materials.</p> <p>Assists with tracking budgets and preparing related financial reports. Prepares annual report. Collects monies, issues receipts, and balances monies received.</p> <p>Provides support by answering phone and researching and/or providing information to the public.</p> <p>Performs other duties of a similar nature or level</p>
Minimum Qualifications	<p>Demonstrated professionalism and customer service skills Proficient in Microsoft Office software; Excellent communication and interpersonal skills as applied to interaction with volunteers, board members, the general public, etc. sufficient to exchange or convey information and to receive work direction; Maintain confidentiality; Application and background check required</p>
Time Commitment	7 - 10 hours/week
Benefits	Annual recognition
Contact:	Call 404-545-9051 or email twoodard@iambeautiful.org