



Administrative Assistant

Gateway Women's Care is seeking qualified applicants for the part-time position (approx. 24 hours/week) of Administrative Assistant. Applications and resumes may be emailed to Support@gatewaywomens.care. For further information, please call the administrative office at 919-873-2440.

Job Description

This position is primarily responsible for providing assistance to the Executive team including: staffing support, special event and campaign assistance, webpage maintenance, managing donor CRM database, maintaining integrity of Google Drive and other Administrative Office duties. This position reports to the Executive Director.

Major Responsibilities

Core duties and responsibilities include but are not limited to:

- Answering phone calls and emails
- Receiving and sorting donor mail
- Overseeing donor bulk mailings through USPS- ordering, printing, compiling, and mailing
- Work with Development Coordinator on donor communications, mailings, and major events
- Assisting Executive in communications with all staff and volunteers - keeping them updated on all events, deadlines, meetings, and developments
- Assist with staff employment files, job postings, and onboarding of new hires
- Overseeing webpage integrity, maintenance, development and edits
- Revising office documents as needed, including Policy & Procedures manual and forms, etc.
- Maintaining staff administrative calendar
- Updating CoolFocus and MailChimp mailing lists, share drive files, and other database integrity
- Keeping track of supply inventory and ordering supplies for centers and admin office as needed
- Assisting Executive in the implementation of expansion goals and projects as needed

Skills

- Excellent communication and organizational skills
- Time management, multitasking, and prioritization skills
- Detail oriented-must pay attention to details and be able to follow processes
- Proficient in Microsoft Office (Word and Excel), Google applications, and quick to learn new applications (Wordpress, Mailchimp and Asana).
- Problem solver - Resolves administrative problems by recognizing and identifying solutions.
- Independent - Be able to carry out responsibilities with little or no supervision

Requirements

It is preferred that the Administrative Assistant have a four-year college degree and relevant experience, but not required.