



Job Description

Position Title – Administrative-Support Lead

Goal of the position - To provide administrative support for efficient operation of the Kindness Initiative. Supports staff and volunteers through a variety of tasks related to organization and communication. Responsible for confidential and time sensitive material. Familiar with a variety of the field's concepts, practices and procedures.

Role - In coordination with Kindness Organization leadership, the Accounting Lead is responsible for performing a variety of bookkeeping and accounting duties including financial record keeping and transactions.

Responsibilities

- Organize and schedule meetings and appointments
- Maintain contact lists
- Produce and distribute correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Monitor office supplies and outreach collateral to ensure availability
- Provide information by answering questions and requests
- Generate reports
- Recruit additional members of the Admin-Support Team, as needed
- Develop administrative staff by providing educational opportunities and experiential growth opportunities
- Maintain computer and manual filing systems
- Handle sensitive information in a confidential manner
- Coordinate office procedures
- Develop and update administrative systems to make them more efficient
- Maintain up-to-date employee holiday records

Qualifications and Experience

- Self-motivated
- Proficiency Microsoft Office tools & Google Docs.
- Strong organizational, problem-solving, and analytical skills; ability to manage priorities and workflow.
- Proven admin or assistant experience
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work



- Attention to detail and problem solving skills
- Nonprofit experience a plus.
- Strong interpersonal skills.
- Ability to deal effectively with a diversity of individuals at all organizational levels.
- Good judgment, with the ability to make timely and sound decisions.

Time Commitment - 3-5 hours/week

- Inputting & filing records
- Running Reports and analysis
- Meetings w/ supervisor and Admin-Support Team

Supervision/Training

- The Accounting Lead reports to the Coordinating Director
- Annual training & professional development opportunities