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**ADMINISTRATIVE ASSISTANT**

**Position Summary:** The Administrative Assistant (“AA”) is a full-time position providing administrative and clerical support to the staff of the national office. The AA is highly productive while managing multiple responsibilities and tasks, is efficient, reliable, trustworthy, and motivated, and is an excellent communicator internally and externally. An exceptional customer-service approach is critical to success in this position, helping to create and reflect the values of collaboration and respect.

**Location:** Baton Rouge, LA

**Duties and Responsibilities**

**Administrative Support and Other Duties**

* Front desk reception
* Open and distribute mail
* Communication/correspondence with members, donors, and other stakeholders by phone and email
* Assembling and mailing of donor correspondence
* Calendar and coordinate meeting logistics for the executive team
* In collaboration with the executive team, create board and committee meeting agendas and set meeting schedules
* Distribute meeting materials
* Coordinate logistics for site visits and other chapter development events
* Assist with updating and maintaining institutional records, including chapter information and institutional data
* Back-up colleagues during times of absence or high volume

**Required Knowledge, Skills and Abilities**

* Knowledge of office administrative procedures
* Proficiency with business software tools including Microsoft Office Suite
* Willingness to learn organization-specific resources
* High level of interpersonal and communication skills
* High proficiency and accuracy in written communication and data entry
* Attention to detail and time management

**Education and Experience**

* Five+ years’ experience in an administrative support role preferred. Experience working with volunteer leaders with a nonprofit organization is preferred.

**Applications:** Please send cover letter and resumes to bjewell@phikappaphi.org.