

MY ABUNDANT HOPES, INC.

VOLUNTEER/JOB TITLE: **ADMINISTRATIVE ASSISTANT**

COMMITMENT TIME: Flexible w/ possibility of f/t employment if desired.

AREAS OF INVOLVEMENT: Works directly with the Executive Director to provide program and administrative related support as needed to facilitate in the achievement of AHI's mission. Duties include, but are not limited to the following:

RESPONSIBILITIES:

- Responsible for program communications (mailings, phones, computer).
- Assists in scheduling and coordinating events.
- Database management.
- Maintains program records.
- Assists with student recruitment and admissions.
- Conducts volunteer screening and reference checks.
- Coordinates facility use for programs.
- Assists with program evaluation/compliance.
- Conducts program specific research as required.
- Assists in the preparation of grant proposals & recommendations.
- Assists in creating & maintaining a communication system with parents & schools in regard to needs and concerns of youth.
- Performs general administrative and other tasks as requested by the Executive Director.
- Works in conjunction various AHI committee leaders.

QUALIFICATIONS

- Knowledge of Microsoft Office with strong word processing, database, and typing skills;
- Excellent communication skills (both verbal and written).
- Proven management and leadership skills, including the ability to initiate and follow through on ideas and projects.
- Excellent interpersonal skills and the ability to build and maintain effective working relationships with volunteers, donor/partners, parents and colleagues in many different environments with people from diverse backgrounds.
- Required to maintain strict confidentiality and professional/ethical standards.
- Ability to work independently.