

Administrative Assistant (6 month term)

Summary:

Under the direction of the Director of Operations and Business Development, the Administrative Assistant will be responsible for providing administrative support to management, the Board, and its subcommittees.

Essential Duties and Responsibilities include:

- Coordinates meetings (both regular and ad hoc), prepares and distributes agendas and meeting materials
- Attends monthly Board meetings and other subcommittee meetings and takes minutes for same
- Responsible for processing MICH membership applications, maintaining current membership list, and follow-up correspondence
- Responsible for processing MICH grant applications, and follow-up correspondence
- Responsible for ensuring that all filing is complete
- Assists in the organization of workshops, conferences and other special meetings
- Provides back-up receptionist coverage
- Ensures that the daily server backup tape(s) are taken to Security
- Other duties as assigned

Education and/or Experience:

- Trade or technical school or equivalent directly-related work experience
- Minimum of two years related experience, preferably in a not-for-profit environment
- Must have excellent computer skills, especially in MS Office applications

Skills:

- Ability to read and write correspondence in English
- Ability to communicate effectively (both verbal and written)
- Ability to use judgment and reasoning to solve practical problems and deal with situations where limited standardization exists and in situations involving insufficient information