

## **Administrative Assistant Job Description**

Rize Beyond assists adults with getting their GED and provide the support they need to be successful. Their goal is to be successful and achieve self-sufficiency. Most students lack support and have barriers to overcome. The Administrative Assistant will provide administrative and event planning support to the Executive Director.

Administrative Assistant responsibilities consist of:

- Perform administrative tasks: type correspondence, update policies and procedures, schedule appointments, order supplies, and perform other administrative duties
- Assist with developing and managing marketing content and social media marketing programs and website.
- Plan and execute tasks for fundraising events.
- Debrief and evaluate the success of fundraising events.
- Reconcile monthly operating expenses.
- Respond to emails and answer calls.
- Run reports and create surveys.

Qualifications: Ideal candidates will possess the following qualifications:

- Has a high school diploma or GED.
- Proficient with computer technology and Microsoft Office.
- Level of creativity and not afraid to step outside of the box.
- Willing to receive training and is teachable.
- Must have good communication, leadership, organizational skills, and be detail oriented.
- Must be a self-starter and able to independently move projects forward, prioritize tasks, and meet deadlines.
- Ability to commit to at least a year of volunteering with the organization.
- Ability to commit 20-40 hours a month.
- Reliable, responsible, dependable, and a commitment to fulfilling obligations.

The position will require a background check.

This is a volunteer opportunity.