

Position Title: Administrative Assistant

Hours: 20 hours/week

Reports to: Executive Director

General Function Statement

The Administrative Assistant position at our busy non-profit is the hub of activity and organization. A critical part of our team, this position supports the office with general clerical job duties such as maintaining databases, event support services, filing, organizing awareness items and office supplies, light bookkeeping, and mailings. It also provides needed back up and support for an energetic and busy non-profit “team” of professionals. Employee must be able to multi-task, change priorities when needed, and have an excellent attitude.

Essential Job Functions

- Answering and directing phone calls
- Organizing and scheduling appointments
- Helping with special event details as needed
- Writing and distributing email, correspondence memos, letters
- Assisting in preparation of regularly scheduled reports
- Maintaining filing system
- Ordering office supplies and researching new deals and suppliers
- Maintaining contact lists
- Submitting and reconciling expense reports
- Serve as backup person to Community Outreach position

Qualifications

- Experience as an administrative assistant or office admin assistant
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office (MS Excel and MS Word, in particular)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- High School degree; additional qualification as an administrative assistant or secretary will be a plus
- Professional demeanor, including ability to maintain calm and professional attitude under pressure or shifting priorities.

Autism Society of Greater Akron
Position Description



- Demonstrated passion for making a positive impact on individuals, families and communities.
- History of volunteerism and community service is preferred.
- Ability to interact with people of all ages and cultural backgrounds.
- Ability to work flexible hours, including some evenings and weekends.

How to Apply

Please do not call. We hope you will understand that we may not be able to respond to all applicants, and we deeply appreciate your effort to contact us. Applicants selected for an interview will receive a response. Send resumes to:

Autism Society Greater Akron
701 S. Main Street
Akron, OH 44311

To find out more about our organization, please visit (www.autismakron.org). The Autism Society of Greater Akron is a non-profit organization. Salary will be based on experience.