

<b>Job Title</b>	Administrative Assistant
<b>Job Type</b>	Full Time (1.0 FTE)
<b>Pay</b>	\$21.29/hour

### Position Summary

One Annapolis is seeking a dedicated and detail-oriented Administrative Assistant to support our organization's administrative needs. This role involves maintaining important program databases, performing routine clerical and organizational tasks, preparing documents, scheduling appointments, and assisting program staff with various administrative duties. The ideal candidate will be highly organized, detailed oriented, proactive, and capable of managing multiple tasks efficiently.

### Essential Duties & Responsibilities

- Maintain and update program databases and spreadsheets to ensure accurate and timely information.
- Prepare and format documents, reports, and correspondence as needed.
- Schedule appointments and manage program calendars for staff and events.
- Make travel arrangements for organizational staff, including booking flights, accommodations, and transportation.
- Prepare meeting agendas and take detailed meeting minutes, ensuring accurate documentation and follow-up with meeting participants.
- Support program staff with administrative tasks, including coordinating events and meetings.
- Assist with the preparation and distribution of program materials and communications.
- Handle incoming correspondence (calls and/or emails), directing inquiries to the appropriate staff members.
- Ensure confidentiality and security of program information and documents.
- Perform routine clerical tasks including filing, photocopying, and scanning documents.
- Other duties as assigned by the Executive Director.

### Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made on request to enable individuals with disabilities to perform the essential functions.

#### Education

- High school diploma required; additional qualifications in office administration are a plus.
- Associates degree preferred

#### Experience

- Proven experience as an administrative assistant or in a similar role.

## Knowledge, Skills, and Abilities

- Demonstrated proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Google Suite, and database management preferred.
- Strong organizational and time management skills with the ability to prioritize tasks.
- Excellent written and verbal communication skills.
- Attention to detail and accuracy in data entry and document preparation.
- Ability to work independently and collaboratively within a team.
- Professional demeanor and a proactive approach to problem-solving.

## Physical Requirements

- As required by the duties and responsibilities of the job