



JOB TITLE: ADMINISTRATIVE ASSISTANT

Duties:

1) Provide administrative support to all staff to ensure program operations and volunteer support are maintained in an effective, accurate, and up-to-date manner. Activities include:

- Maintain volunteer/task force lists and database
- Remind, confirm (via telephone and email) and report on volunteer attendance.
- Prepare and email/mail meeting packets and follow up with absent volunteers.
- Maintain and distribute accurate meeting schedules.
- Coordinate staff calendars
- Write meeting minutes in an accurate manner and maintain on file.
- Prepare, copy, file general correspondence as requested.
- Manage and distribute office mail as directed.
- Provide logistical support for internal/external meetings, conferences and/or trainings
- Meeting set up/clean up, to include ordering refreshments or meals.
- Setting space for interns and volunteers as needed
- Record staff absences/days off

2) Provide office support functions to ensure staff has the resources for effective operations. Activities include:

- Open office on time. Hours of operation are 8:30am to 5:00pm. May require some early and evening hours, as needed.
- Maintain daily office schedule, both employee and conference room.
- Maintain neat appearance of office and facilitate repairs through property owner.
- Maintain an efficient office filing system.
- Maintain and order office supplies within the limitations of the annual budget.
- Maintain operations of office equipment, such as copier & postage machine.
- Serve as the liaison with building management, vendors and IT.

3) Provide clerical services. Activities include:

- Welcome and assist guests arriving to NBT
- Answer all incoming phone calls in a polite and courteous manner.
- Direct calls, as needed, and respond to all inquiries.

4) Assists President on various projects/activities.

TO APPLY:

Please send cover letter and resume to info@nbtomorrow.org. Attention: Manuel Castañeda.
New Brunswick Tomorrow, 390 George Street, New Brunswick, NJ 08901