



## Position Description

**Position Title:** Administrative Assistant  
**Position Summary:** Responsible for office environment, donor management and maintenance of databases.

### Required Qualifications:

Four (4) years of related work experience;  
Excellent oral and written communication skills, including grammar and spelling;  
Ability to understand and maintain effective working relationships with other employees and the general public;  
Expertise in CRM or related database management systems;  
Expertise in Microsoft Office, Google docs, email and the internet;  
Expertise in social media platforms, data analysis and marketing tools.

### Duties and Responsibilities:

**Area of Focus:** Office management and staff support

- Demonstrate positive attitude and represent the organization well to the public and to members;
- Manage office operations consistent with Nurture KC Board-approved policies and procedures (i.e. personnel and fiscal policies and procedures);
- Provide support for Board of Directors and Committee meetings, Kansas City Healthy Start Initiative, Mid America Immunization Coalition and Nurture KC staff;
- Answer phones, take messages and forward calls as appropriate;
- Greet staff, members, community visitors, and delivery personnel;
- Prepare conference rooms for meetings;
- Type routine correspondence, documents, grants, reports and materials for presentations and publications;
- Collect, meter, record, deliver and distribute mail daily, and check for faxes on regular basis;
- Organize supplies, maintain inventory, procure office supplies and equipment and keep related records;
- Maintain the filing systems;
- Maintain supply of publicity materials, i.e. public relations packets, brochures, business cards, etc.
- Serve as contact person with building maintenance and housekeeping services;
- Arrange for service and maintenance of office equipment;
- Contract with service providers for printing services;

- Human resources: process new interns and volunteers; run ads and schedule interviews;
  - Complete online referrals for Kansas City Healthy Start Initiative and crib applicants;
  - Maintain staff contact information;
  - Responsible for self-performance evaluation;
  - Project management, as assigned by Executive Director
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- Area of Focus: Membership and database management
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- Responsible for administering and maintaining donor database, including training other staff on effective use of systems;
  - Generate membership prospect appeals, membership renewal letters, and thank you letters;
  - Process new and renewing memberships;
  - Work with Executive Director with strategic efforts to target communications to prospective, existing and lapsed members;
  - Generate monthly and quarterly membership reports;
  - Support grant reporting and audit requirements through accurate data tracking;
  - Prepare registration materials for Quarterly meetings and conferences; (registration sign-in sheets, name tags, badges, table tents, etc.);
  - Attend meetings, accept membership dues and discuss membership benefits with prospects;
  - Code meeting attendees in Neon data base and send membership invitation to guests;
  - Maintain and update e-mail lists;
  - Attend various committee meetings as assigned.

*It is the policy of Nurture KC to provide equal opportunity to all employees and applicants for employment without regard to race, color, national origin, religion, sex, pregnancy, sexual orientation, age, disability, genetic information including family medical history, citizenship, past or current military service, future military obligations, or any other status, characteristic, or condition that is protected by applicable law.*