



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 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.

Preferred Qualifications:

Experience with accounts payable and receivable accounting systems.

Bi-lingual preferred

Duties and Responsibilities:

Area of Focus: Office management and staff support

- Demonstrate a positive attitude and represent the organization well to the public and to members.
- Manage the office operations consistent with Nurture KC Board-approved policies and procedures (i.e. personnel and fiscal policies and procedures).
- Provide support for the Board of Directors and Committee meetings.
- Provide support for the Kansas City Healthy Start Initiative and Nurture KC staff.
- Prepare conference rooms for all meetings.
- Type routine correspondence, documents, grants, reports and materials for presentations and publications.
- Answer the phones, take messages, forward calls as appropriate and update the phone communication system as needed.
- Greet staff, clients, community visitors, and delivery personnel.
- Collect and distribute mail daily, and check faxes on a 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 service.
- Arrange for the service and maintenance of office equipment.
- Human resources: run ads and schedule interviews.
- Complete online referrals for Kansas City Healthy Start Initiative and crib applicants.
- Maintain accurate staff contact information.
- Project management, as assigned by Executive Director.

Area of Focus: Membership and database management

- 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 annual meetings and conferences (registration sign-in sheets, name tags, badges, table tents, etc.).
- Attend all meetings, accept membership dues and discuss membership benefits with prospects.
- Enter meeting attendees in Neon database and send membership invitation to guest.
- Maintain and update e-mail lists.
- Attend various committee meetings as assigned.

Area of Focus: Accounting support

- Assist in maintaining an accurate filing system for all invoices and deposits.
- Assist in reconciling the monthly organizational credit card purchases.
- Assist with accounts payable and receivable data entry.
- Provide additional support to the accounting department during annual audit as requested.

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.