



**Job Title: Administrative Assistant**

**FLSA: Full-Time Non-Exempt**

**Reports to: Chief Executive Officer**

**Mission:**

GROW empowers entrepreneurs to launch, advance, and sustain their businesses.

**Values:**

- Empowering
- Inclusive
- Relational
- Confident
- Accessible
- Equipping

**Position Summary:**

GROW is seeking a qualified Administrative Assistant. This position will focus on working with our team assisting with items pertinent to our operations. Qualified candidates must be adaptable to working within a constantly changing environment as well as embrace diversity and inclusion. This position requires a high level of organizational skills and ability to be self-directed as well as operate as part of the team. This candidate will be accountable under the supervision of the CEO for successfully supporting our organizational operations.

**Responsibilities:**

The administrative assistant acts as the “hub” of office activities, with duties falling primarily into the following areas:

- Acts as the first point of contact for GROW constituents by phone, email, or in person
- Provides administrative and logistical support – including photo copying, data entry, vendor communication, correspondence, meeting preparation, and more – to GROW staff, CEO, board of directors, GROW’s Established Division, and various committees
  - Data entry includes but not limited to
    - Salesforce
    - EDMIS
- Assists with, and participates in, GROW events, meetings, classes, and other projects as assigned
- Works with Operations Coordinator, CEO and Marketing Contractor to post events to calendar and helps create promotional materials that align with events postings
- Manages office calendar
- Processes mail, including incoming, outgoing, and large mailings
- Maintains office voicemail system
- Provides general upkeep of GROW office
- Prepares documents and records weekly deposits to provide to contracted accounting company
- Generates Thank You notes for donations
- Completes other duties as assigned
- Maintains CEO calendar
- Works with Operations Coordinator to ensure classrooms are ready for clients

- Work in collaboration with all staff to manage inventory of supplies, class materials, and GROW collateral materials
- Collaborate with GROW contracted accounting company to ensure organizational AR and AP processes flow smoothly
- Work with Operations Coordinator in identification, securing and prepping materials for all classes.

### **Competencies:**

- **Drive:** Motivated to meet and exceed fundraising goals and quotas. Demonstrate the ability to close the sale.
- **Initiative:** Measure self against a standard of excellence. Undertake self-development activities and learn new skills, seek increased responsibilities and ask for help when needed. Demonstrate the ability to work independently and harmoniously with a variety of personalities and leadership styles.
- **Communication Skills:** Clearly and persuasively communicate, including public speaking; listen and seek clarification, write clearly and informatively.
- **Integrity:** Work well in a rapidly changing environment; treat others with respect and consideration; accept responsibility for own actions. Understand business implications of decisions, align work with strategic goals, complete administrative tasks and develop strategies to achieve organizational goals.
- **Flexibility:** Able to multitask in a changing work environment. Handle competing demands and unexpected events. Willingness to change the approach to best fit the situation.
- **Dependability:** Follows instructions, takes responsibility for own actions; keeps commitments

### **Required Education and Relevant Skills:**

- Associates Degree or equivalent working experience
- Excellent communication skills
- Commitment to accuracy
- Ability to interact with a diverse constituency
- Ability to multitask in face of shifting priorities
- High degree of professionalism, tact, and discretion
- Proficiency in Microsoft Office
- English/Spanish bilingual

### **Desired Skills:**

- Business knowledge, education, or background
- Social media experience
- Experience with Salesforce CRM

### **Work Schedule:**

- Normal work hours are Monday – Thursday, 8:30AM - 5:00PM; Friday, 8:30AM - 1:00PM

- Occasional evening or weekend work as required to complete projects and accommodate program needs

**Physical Requirements/Working Conditions:**

- Standing or sitting for long periods
- Climbing stairs
- Lifting up to 50 pounds
- Fast-paced environment subject to multiple interruptions, changes in workload, competing priorities, and deadline situations. Exposed to and expected to respectfully interact with a variety of attitudes and personalities including members of the community, volunteers, staff members, and outside vendors.

Position provides competitive salary, health, life, dental and optical coverage. Paid PTO time, long term disability and a 1 to 1 match simple plan.

**Please send resume along with a cover letter and salary requirements to [info2@growbusiness.org](mailto:info2@growbusiness.org).**

**Please no phone calls or personal visits.**

Resumes will be accepted until **February 18, 2019**