



Humanities Council of Washington D.C.

Administrative Assistant

**Position Description
September 2019**

Job Category: Administrative

The Administrative Assistant duties and responsibilities include providing administrative support to ensure efficient operation of the organization. Supporting the Deputy Director of Operations and the Deputy Director of Programs, through a variety of tasks related to the organization and communications. Responsible for confidential and time sensitive material. Familiar with a variety of concepts, practices and procedures. Ability to effectively communicate via phone and email ensuring that all Administrative Assistant duties are completed accurately and delivered with high quality and in a timely manner

Description of Duties

Key Function	Workflow
Responsibilities	<ul style="list-style-type: none"> • Answer and direct phone calls • Organize and schedule meetings and appointments • Maintain contact lists • Produce and distribute correspondence memos, letters, faxes and forms • Assist in the preparation of regularly scheduled reports • Develop and maintain a filing system • Order and maintain office supplies • Submit expense reports for the Deputy Director of Operations & the Deputy Director of Programs • Take the minutes at weekly staff meetings • Handle multiple projects • Prepare invoices for the Deputy Director of Operations
Percentage of Time	100%

Competencies

Skills

- Manage multiple workflows performed by staff members
- Manage multiple responsibilities simultaneously
- Be detail-oriented when planning and executing responsibilities

Knowledge

- Perform several tasks, regardless of level in the hierarchy
- Produce error-free work

Qualifications and Experience

- Proven admin or assistant experience
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in MS Office
- Proficient in Adobe Pro DC
- At least 7 years of experience in the field or in a related area
- High school diploma or equivalent; college degree preferred