



Executive Assistant

DESCRIPTION AND REPORTING RELATIONSHIP

This position reports to the Executive Director and works closely with all other staff members to support their work, as directed by the Executive Director.

EDUCATION: Associate's Degree (2-year) preferred.

EXPERIENCE: Three to five or more years of experience in business or nonprofit setting including responsibilities in multiple areas. Nonprofit experience preferred.

POSITION REQUIREMENTS:

The person holding the position of Administrative Assistant should possess the following professional skills and qualifications:

- Strong organizational skills, ability to deal with multiple detailed tasks and responsibilities appropriately
- Strong computer skills.
- Experience with all types of office equipment.
- Ability to perform responsibilities in a professional manner and to handle assignments with a high degree of accuracy and confidentiality.
- Ability to appropriately and professionally interact with key constituencies including board members, donors, nonprofit organizations and agents and volunteers.
- Ability to prepare correspondence with general direction.
- Experience in organizing and preparing for special events.

MAJOR TASKS AND SCOPE OF RESPONSIBILITIES:

GENERAL ADMINISTRATIVE

- Receive and appropriately record all contributions, payments and gifts.
- Receive and distribute mail.
- Answer phone and either assist caller or direct to appropriate staff.
- Provide staff support to Boards and Committees as needed, including meeting setup and follow-up.
- Maintain computer database and mailing lists.
- Track assignments of other staff members, including reminders as needed.
- Compile and circulate agendas for meetings and calls
- Take accurate and appropriate minutes at committee and board meetings and prepare written copy.
- Prepare correspondence to donors, board members, grantees etc.

INFORMATION SYSTEMS

- Maintain a working knowledge of Microsoft Windows and Office, Excel, Word etc.

- Set up and use mail merge as needed.
- Distribute email messages received at general address to appropriate staff.

OFFICE GENERAL MANAGEMENT

- Maintain office master calendar.
- Prepare agenda and calendar for review at weekly staff meetings.
- Maintain and distribute regularly, annual board calendar, meeting schedule, list of current board and committee members etc.
- Maintain accurate daily log of all donations.

OTHER RESPONSIBILITIES

- Prepare data for Annual Report as needed.
- Prepare and mail packets for Board meetings.
- Prepare packets for prospective donors.
- Fulfill other duties as assigned by the Executive Director.

Contact Information

- Send cover letter and resume to:
Brittany Hall, Executive Director, Binghamton Philharmonic, 71 State Street, Lower Level, Binghamton, NY 13901 or via email to bhall@binghamtonphilharmonic.org
- Position will remain open until filled.