

## Technology & Administrative Assistant Job Posting

Are you a talented, experienced Administrative Assistant with strong technology skills who enjoys a fast-paced environment in a non-profit organization? This position reports to the co-leaders of the organization with a specific focus on the organization's web-based and virtual technology platforms, Customer Relationship Management system, and Board of Directors administrative duties.

We are searching for the ideal candidate for this 37.5 hour durational position funded through December 2021 with potential for conversion in 2022. Also, this position is work at home through 2021 after which in-office attendance is required. Benefits are included. Occasional evening and weekend hours are required.

### Job Responsibilities & Knowledge

#### The essential functions of the position are to:

- Lead the implementation/maintenance of the CRM.
- Management of CRM and virtual training, event and meeting platforms and registrations.
- Administrative support and primary contact for the Co-Presidents, Board of Directors and associated committees
- Provide internal technical support on core virtual technologies/platforms.
- Provide advanced technical support on using Microsoft Office technologies.
- Manage website inquiries and updates.
- Manage and maintain contact information for Board members.
- Manage complex calendaring and scheduling requirements for quarterly Board meetings and associated subcommittee meetings.
- Manage all materials and logistics (virtual and in-person) for meetings of the Board of Directors and subcommittee meetings, including minutes, agendas, etc. under the direction of the co-presidents.
- Record and compose minutes for all Board and subcommittee meetings.
- Responsible for gathering and maintaining data for compliance with state agencies contract signing and filing requirements to include lobbying reports and other legal filings.

### **Required Experience, Skills, and Qualifications**

- Experience with systems such as the state of Connecticut Mosaix Impact system, federal government grant systems e.g. grants.gov, SalsaEngage and SalsaCRM, Monday.com, Zoom management, and shipping programs **highly preferred**.
- Minimum of post-secondary education and experience; bachelor's degree preferred.
- 5+ years' experience in a senior level administrative position, preferably in a not-for-profit development office.
- Microsoft Office skills; must demonstrate advanced computer proficiency with MS Office technologies, virtual meeting technologies and CRM database.
- Good knowledge of social networking and website maintenance.
- Exceptional organizational, written and verbal communication skills, including ability to proofread.
- Ability to work effectively with multiple stakeholders, including board members, program staff, corporate partners and donors. High level of communication skills and professionalism is required.
- Ability to exercise discretion, confidentiality and good judgment on a regular basis.
- Ability to work independently and organize/prioritize workload.
- Troubleshooting skills with various software programs, hardware and regular office equipment.
- Must be able to manage multiple priorities, exercise good judgment regarding priorities, and meet deadlines.
- Must have reliable transportation and a valid driver's license and be able to travel throughout the state. Some evening/weekend work may be required during certain times.

**Salary Range:** \$45,000 to \$50,000

**A cover letter with your resume is required for consideration.**

**Reference posting id# T & AA) to:** [Humanresources@preventionworksct.org](mailto:Humanresources@preventionworksct.org)

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