**Administrative Assistant**

**Summary:**The Administrative Assistant works closely with the executive team and other key staff to carry out fundraising, marketing, and office administration duties. They will handle front line communication with the public; maintain a clean and orderly office environment, schedule and coordinate meetings and staff travel arrangements; and carry out routine administrative tasks. This position must possess excellent customer service skills and able to handle sensitive and confidential information.

**Reports to:** Human Resources Manager

**Major Duties**

**General**

· Maintain organizational calendars and schedules

· Responsible for ordering office supplies for the organization

· Serve as primary contact for maintenance of administrative equipment (copies, postage machine) and the order of their supplies

· Serve as primary contact for all incoming inquiries (telephone, email, mail) and refer correspondence to appropriate staff for follow-up

· Maintain records of all activities

· Prepare and submit reports as needed

· Participate in and/or take minutes of staff meetings, board meetings and other organizational activities as required

· Prepare and reconcile daily cash deposits and take deposits to the bank

· Other duties as assigned

**Advancement**

· Assist in database accuracy and advancement activities

· Assist in the management of birthday parties and event rentals

· Conduct prospect and grant research as needed and requested

· Assist with the funding proposal submission process including writing, proofreading, packaging and delivering materials

· Assist with the implementation of and follow up to cultivation and special events

· Travel scheduling and logistics

· Assist with bulk mailings for newsletters and other CMON promotional materials

**Qualifications:**

• Strong commitment to the mission and vision of CMON

• Bachelor’s Degree or Three or more years of office support experience in business

• Working knowledge of general office procedures and effective writing skills

• Experience in database management

• Effective communicator, verbal & written skills and positive demeanor

• Ability to interact with employees, donors, vendors and members in a positive manner

• Ability to present information concisely and effectively, both verbally and in writing

• Ability to organize and prioritize work

• Strong organizational and time-management skills, as well as the ability to work independently and multi-task

• Must pass a background check and be fingerprinted

• Working knowledge of Microsoft Office Suite

• Excellent professional phone skills & excellent people skills

• Experience working in non-profit fundraising environment a plus

• Ability to process information; prioritize duties, and follow through with details essential

• Organized and task oriented, team player with individual initiative

• Ability to handle multiple tasks and prioritize needs

• Able lift up to 25 lbs, bend, reach, and stretch without assistance

• Must pass a background check and be fingerprinted

Don’t meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At CMON we are dedicated to building a diverse, inclusive, and authentic workplace, so if you’re excited about this role but your past experience doesn’t align perfectly with every qualification in the job description, we encourage you to apply anyways. You may be just the right candidate for this or other roles.

*Please note: The schedule for this position is 8:30AM – 5:00PM Monday through Friday*

**Working Conditions:**

• General office and Museum environment

• Moderate amount of local travel

• Constant interaction with public

• Limited exposure to environmental hazards that may arise through normal tasks in this position

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

**To Apply:**

Please send cover letter, resume, three references to: [hrjobs@cmon.org](mailto:hrjobs@cmon.org) or mail to: HRJobs 15080 Livingston Road, Naples, FL 34109

No phone calls please.

*CMON is an Equal Opportunity Employer (EOE) in compliance with all Federal, Florida State and local ordinances, including Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Americans with Disabilities Act of 1990, and the Genetic Information Nondiscrimination Act of 2008.*