

## **JOB DESCRIPTION COASTAL STUDIES FOR GIRLS**

**JOB TITLE:** Administrative Assistant

**REPORTS TO:** Executive Director

**SCHEDULE:** 40 hours/week; hourly wage

**UPDATED:** September, 2010

**START DATE:** Immediate; position open until filled

**JOB OBJECTIVES:** Ideal candidate supports girls' education, enjoys multi-tasking in a fast-paced non-profit environment, and has excellent communication, database and organizational skills.

Qualifications include a passion for the mission; a bachelor's degree and understanding of the principles of fundraising; experience with direct mail, donor relations, and customer service. The position also requires advanced computer skills including preferred experience with fundraising, databases and e-communications software, and social networking tools. Must be able to work under pressure with frequently changing demands, the ability to work with a wide variety of people in a team environment; outstanding verbal and written skills; and the ability to think strategically and creatively.

Coastal Studies for Girls has a community environment work place, and staff needs to have flexibility, a team-oriented approach, positive attitude, sense of humor and the ability to multi-task.

### **JOB STANDARDS:**

- Preferred minimum of three years' experience in an administrative position
- Proficiency with Microsoft Office including Outlook, Word, and Excel
- Experience with basic HTML preferred
- Preferred experience with Giftworks or a strong track record of donor database management, gift processing, coordination of solicitation mailings, and reporting statistical analysis
- Experience maintaining and updating web site and implementing e-newsletters
- Graphic design
- Strong technology support skills
- Demonstrated organizational skills and the ability to manage multiple priorities
- Expert attention to detail
- Exceptional verbal and written communication skills
- Accomplished team player

## **JOB RESPONSIBILITIES AND DUTIES:**

- Manages all aspects of the constituent database including adding and updating constituent files, entering gifts, notes, codes and tracking protocols
- Processes donations and acknowledgments in a timely and accurate manner
- Generates mailing lists and prepares all pieces of small to large bulk mailings
- Produces database reports on regular basis
- Maintains and updates web site
- Designs and sends electronic e-newsletters and e-communications
- Creates and updates written promotional materials
- Maintains electronic and paper files
- Manages technology and office equipment, supports staff, and liaisons with IT support consultant
- Serves as primary contact with vendors and oversees and maintains office equipment, inventories and purchases office supplies
- Processes mail daily
- Serves as primary point person for telephone coverage and general inquiries about the school
- Other duties as assigned. Occasional weekend or evening assistance, especially as it relates to special events such as Opening Day, Parent Day and Graduation

## **BENEFITS:**

- Health Insurance allocation
- National Holidays Honored

### ***To Apply:***

Applications must include a cover letter, resume and 3 references. Please send all correspondence to:

Coastal Studies for Girls  
Attn: Pam Erickson, Executive Director  
PO Box 266  
Freeport, Maine 04032  
[pam@coastalstudiesforgirls.org](mailto:pam@coastalstudiesforgirls.org)

[www.coastalstudiesforgirls.org](http://www.coastalstudiesforgirls.org)

Please email applications with attachments in Microsoft Word format only.