**Fond du Lac Literacy Services**

**Position Description**

**Administrative Assistant**

**General Provisions:**

The Administrative Assistant reports to the Literacy Coordinator and performs a variety of administrative and clerical tasks. These duties include preparing reports, scheduling meetings, responding to letters, emails, and drafting memos. The Administrative Assistant works with a high degree of independence and responsibility. She/he must be self-directed in order to complete monthly tasks in a timely manner.

**Essential Tasks and Responsibilities**:

1. Assists the Literacy Coordinator in developing and coordinating operations of Fond du Lac Literacy Services. Prepares, disseminates and translates materials related to these activities.

2. Maintains some aspects of the budget by working with the Literacy Coordinator to calculate donations and track expenses.

3. Ensures each inquiry to Literacy Services receives a timely response.

4. Assists the Literacy Coordinator with student, tutor, and community communications via in-person, virtual and social media.

5. Maintains database for constituencies related to above activities, prepares financial reports to donors, progress reports, thank you notes, and invitations to upcoming events as directed by the Literacy Coordinator.

6. Provides office management that includes report writing, setting appointments, making telephone contacts, scheduling and coordinating office volunteers, and other duties as needed.

REQUIREMENTS

A. Knowledge and Skills

1. Ability to maintain confidentiality of sensitive information.

2. Ability to carry out job duties and tasks without close supervision.

3. Knowledge of general office procedures.

4. Strong oral and written communication and interpersonal skills.

5. Strong organizational and time management skills.

6. Ability to work cooperatively and effectively with literacy and library staff, students, tutors, volunteers and Board of Directors.

7. Ability to utilize microcomputers and necessary software; ability to keyboard/type at an acceptable level.

8. Accurate with numbers and data.

9. Be a strong team player.

10. Willingly support the mission of Fond du Lac Adult Literacy Services, Inc.

11. Ability to function well under pressure.

12. Evening and weekend hours may be required.

13. Bilingual English and Spanish preferred

 B. Education/License/Certification Requirements

1. Proficiency or willingness to learn using Microsoft and Google products and web based products such as Facebook, Instagram and Zoom.

2. High School Diploma or equivalent.

C. Physical Requirements

1. Sitting, standing, walking, stooping, and reaching.

2. Talking and hearing; use of telephone.

3. Far vision at 20 feet or further, and near vision at 20 inches or less.

4. Fingering: keyboarding, writing, filing, sorting, stapling and cutting.

5. Lifting, carrying: 50 pounds or less

ENVIRONMENTAL WORKING CONDITIONS -- Library

EQUIPMENT USED

Microcomputer and printer

Calculator

Fax machine

Copy machine

Telephone

Paper cutter