

**Administrative Assistant
PT Position (20 hours/week)
Reports to: President & CEO**

Business Volunteers is seeking a part-time Administrative Assistant to oversee administrative and operational activities in our office in Federal Hill.

The ideal candidate is detail-oriented and proactive, anticipating business partner, Board of Directors, and staff needs. We need a strong and professional communicator to work closely with a wide-range of professionals. The candidate embraces a role that requires balancing many tasks, being highly organized, planning events, and crafting well-written correspondence. Our office environment is fast-paced and high-energy; we work collaboratively and support each other in our daily work projects.

About Business Volunteers Maryland

We believe in the power of volunteering to transform our community. Business Volunteers Maryland plays a unique and important role in strengthening the region through strategic connections between businesses and nonprofit organizations. Now in our 17th year, our team has built a reputation as the one-stop resource that brings talented business professionals to nonprofit organizations seeking volunteers, civic engagement, and board leadership.

The Administrative Assistant is responsible for a variety of activities including:

- Provide business operation and office support including:
 - Coordinate office systems, technology services, organizational calendars, and office communication.
 - Maintain filing system for vendors, board, staff, organizational registrations, and technology information.
 - Manage relationships with vendors, tenants, and onsite support services.
 - Manage deadlines and submissions for organizational documents (i.e. taxes, charitable renewals, insurance etc.).
 - Respond in a professional manner to all inbound customer communication via telephone and email.
 - Assist with data entry and tracking.
 - Manage accounts receivable including creating invoices and tracking collections.
 - Receive, sort and distribute incoming mail and prepare outgoing mail for distribution.
 - Handle errands including weekly bank deposits and post office purchases.
 - Order and maintain all supplies, collateral and other materials needed by the office.
 - Oversee the process that ensures the maintenance of an organized and tidy office.
- Support HR by coordinating with the benefits consultant, communicating benefits changes to staff, managing the hiring process, maintaining employee records, and supporting on-boarding activities for new employees.
- Support financial efforts to ensure all data and records are filed correctly and are available for review as requested.

- Provide administrative support to the President & CEO including assisting with all Board of Director activities such as scheduling, meeting preparation, coordinating meals and other necessary supplies, taking minutes at meetings, and tracking board engagement.
- Coordinate donor reporting and correspondence (includes foundations, individuals, businesses), ensure that gift acknowledgements are sent and maintain contribution spreadsheets. Document communication in SalesForce or other CRM tool.
- Qualify all incoming leads to determine scope of opportunity; document requested data and provide to appropriate staff members for follow up in a timely fashion.
- Other duties as assigned.

Compensation

Compensation range from \$ 20.00 – 25.00 per hour, commensurate with experience.

To apply

Send a resume and cover letter to: jobs@businessvolunteersmd.org. To expedite the review process please type your name (Last, First) and "Administrative Specialist Application" in the subject line of your e-mail. No phone calls please.

*Business Volunteers Maryland is an Equal Employment Opportunity employer, and we do not discriminate in our hiring or employment practices. All qualified applicants will receive consideration without regard to race, color, creed, religion, national origin, age, disability, gender, sexual orientation or any other characteristic protected by State or Federal law.