

DOWN SYNDROME ALABAMA - ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

Skill Set:

1. Self-regulating - reliable and consistent in attendance, office procedures, goals and deadlines.
2. Computer knowledge and eager willingness to expand knowledge of a program or learn new programs
3. Willingness to learn, implement, maintain and enforce new policies, procedures and materials
4. Possess and continue to develop strong organizational skills showing an initiative to problem solve

Tasks:

1. Maintain and update the DSA database
 - a. Research member location and contact information
 - b. Call or email member to update or confirm contact information
2. Filing of materials in general files area
3. Enter registrations for event
 - a. Send confirmation for receipt of registration
 - b. Send thank you note for donation
4. Oversee all administrative aspects of conferences/seminars/workshops
 - a. Enter registrations for conference/workshops
 - b. Send confirmations for receipt of registration
 - c. Send thank you for attending or certificates of attendance
5. Help set up and maintain new filing system
6. Assist with printing and preparation of promotional materials
 - a. Folding and tabbing
7. Assist and sometime manage mailings
 - a. As indicated by the Executive Director or Board Officers
 - b. Regular & Bulk Mailings
8. When assigned – set up an Event/Seminar or Workshop
 - a. Use Event Forms for uniformity
 - b. Create budget projection & actual
 - c. Conduct Evaluation
9. Set up, Attend and Assist with Meetings, Events, Conferences and Workshops
 - a. As indicated by the Executive Director or Board Officers
10. Book hotel arrangements for incoming guest speakers
 - a. Confirmation to guest speaker
11. Print & Prepare CONNECTIONS Mailings
 - a. Winter or New Year
 - b. Valentine's Day
 - c. Fourth of July
 - d. Illness – Sympathy – Congratulations
12. Special Projects as assigned.
13. Oversee all aspects of publication orders including inventory and maintenance of inventory
14. Prepare and mail Books
15. Assist with Inventory and tracking of off-site storage
16. May be called upon to assist with special projects and assume responsibility for administration, and set up of specific projects, as required