

URBAN*PROMISE* **MINISTRIES JOB DESCRIPTION**

Position Title: Administrative Assistant Department: DGNI

Reports to: Betsy McBride Salary Range: \$12/hour; 20 hours per week

Position Summary: (Summarize the primary function of the job)

The primary function of the job is to provide administrative support to the Project Director and the Community Organizer of the Delaware Gardens Neighborhood Initiative, a grant-driven community revitalization project in its second year of five years.

A successful candidate will have strong organizational skills, attention to detail, and a great desire to serve others. A goal-oriented individual able to meet deadlines is necessary to ensure the success of this five-year project and its lasting impact on the community.

The candidate will possess strong Excel skills and be able to assist in compiling reports based on the data provided. The candidate must also be available for work on Saturday mornings from 9:00 a.m. – 12:00 p.m. to support the UrbanPromise Food Co-Op.

Essential Job Functions:

1. Work schedule: Monday/Wednesday/ Friday 9:00 a.m. – 2:00 p.m. / Saturdays: 8:00 a.m. – 12:00 pm
 2. Proficiency in all Microsoft applications
 3. Input data and maintain project files
 4. Maintain calendar for projects and staff
 5. Track multiple activities with various completion deadlines
 6. Assist with preparation of materials for community events, meetings and presentations
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Essential Job Requirements:

EDUCATION High School Diploma a minimum; some college preferred

EXPERIENCE Computer skills; organizational skills

REQUIRED SKILLS

- Demonstrated strong administrative skills
- Strong computer skills and proficiency with Microsoft Word, Outlook, Excel and PowerPoint
- Excellent verbal and written communication skills
- Ability to organize files, keep calendars, schedule and attend meetings
- Ability to take minutes and transcribe them for distribution
- Ability to track progress and meet deadlines

PREFERRED SKILLS Bilingual English/Spanish or English/Vietnamese

PHYSICAL REQUIREMENTS Ability to stand for two hours; ability to lift 5lbs to 30 lbs.
