



TELLURIDE ASSOCIATION

Position Description - Administrative Assistant

Position Title:	Administrative Assistant
Direct Supervisor:	Executive Director
Positions Supervised:	None
Date/Approval:	Approved by Personnel Committee, 3/13/24
FLSA Status:	Non-Exempt
Employee Type:	Regular Full-Time
Work Schedule:	40 hours/wk over 5 days per week. Occasional evening and weekend hours required.
Work Location:	217 West Avenue, Ithaca, NY 14850. Option for hybrid work, with 2-3 days in office and remainder remote.
Travel Requirements:	None
Position Duration:	12 months/year
Benefits Eligibility:	Eligible for paid time off and SELECT benefits (including retirement plan and health insurance, if elected).

Role Overview

The Administrative Assistant provides critical administrative support to ensure that Telluride's office and programs run smoothly and efficiently. Duties include maintaining and using the Salesforce database, maintaining digital and paper files, assisting with administration of Telluride's programs (including a range of educational programs for high school and college students), assisting with IT and HR administration, and providing other assistance to staff and board as needed.

The Administrative Assistant reports to the Executive Director, and works closely with Telluride staff, board members, and program participants.

Qualifications

Required Qualifications

- 2+ years of administrative assistant or office support experience.

- Strong working knowledge of Microsoft Office Suite, Google Workspace, and other web-based communication apps.
- Exceptional organizational and time management skills.
- Excellent written and verbal communication abilities.
- Works well with teams and independently; self-motivated and flexible.
- Strong attention to detail and commitment to accuracy.
- Professional, welcoming, customer service-oriented demeanor.
- Ability to handle confidential information with discretion.
- Ability to meet acceptable background check standards.
- Ability to work flexible hours which may include occasional evenings and/or weekends.

Preferred Qualifications

- Experience with Salesforce or similar CRM preferred (training provided).
- Associate's degree or equivalent preferred.
- Experience with basic HR administration is helpful.
- Experience with and commitment to enacting anti-racism, diversity, equity, and inclusion in the workplace.
- Experience with communities of color and communities that Telluride Association serves.

Responsibilities

Administration - 95% time

- Utilize Salesforce to manage donor, participant, and stakeholder data; run reports; and ensure data integrity.
- Maintain organized physical and electronic filing systems for documents, contracts, and records in compliance with retention policies.
- Assist with program administration as assigned, including processing financial subsidy requests, assisting with applications management and applicant communications, assisting with volunteer management, collecting evaluations, etc.
- Assist with human resources paperwork including applications management, onboarding paperwork, benefits administration assistance, and employee files.
- Assist with event coordination and make travel arrangements, including working with Telluride's travel agent.
- Assist with IT tasks including creating/updating/archiving user and group accounts for Google Workspace and other apps, assisting with minor website updates, etc.
- Manage office supplies inventory and place orders as needed.
- Answer phones and email inquiries in a professional manner; direct inquiries as appropriate.
- Greet visitors and ensure their needs are addressed.
- Provide administrative support to staff and board as required, including scheduling, expense reports, collecting conflict of interest forms, etc.

- Track administrative requirements and communicate with stakeholders to ensure they are completed in a timely manner.
- Other duties as assigned.

Professional Development - 5%

- Pursue professional development opportunities with the agreement of supervisor.

Other Responsibilities

- Strive to enact Telluride Association’s commitment to anti-racism, diversity, equity, and inclusion in all activities and duties.
- Support Telluride Association to maintain a safe working environment. Act proactively to prevent accidents and injuries and communicate hazards to supervisors when identified.
- Be familiar with and strive to follow any applicable compliance standards, regulations, and Telluride Association policies/procedures.
- Support the general activities of Telluride Association and carry out other duties as assigned.

Work Environment and Physical Demands

- Essential physical requirements: typically lifts less than 10 lbs. May occasionally lift 50 lbs (e.g. full file box).
- Visual: normal concentration
- Hazards: limited exposure

Equal Opportunity Employment

Telluride Association does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, age, marital status, sex, sexual orientation, gender identity, disability, or any other legally protected category. Telluride Association welcomes applications from people of all backgrounds, including people of color, women, LGBTQIA+ people, and people with disabilities.

Signatures

Employee Signature: _____

Employee Name: _____ Date: _____

Supervisor Signature: _____

Supervisor Name: _____ Date: _____