

## Administrative Assistant - ASBC

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November 2022

### JOB DESCRIPTION

#### Administrative Assistant

**Location:** Work from home

**Summary:** This is a part-time position that provides administrative and clerical support to the Board of the Autism Society Baltimore Chesapeake Chapter. 8-10 hours per week

**Essential Duties and Responsibilities** include the following. Other duties may be assigned to meet business needs.

- Manage [info@baltimoreautismsociety.org](mailto:info@baltimoreautismsociety.org) email
- Manage ASBC phoneline
- Pickup ASBC mail from Parkville Post Office and distribute (if unable to be done by Treasurer)
- Manage Contacts/Memberships (Constant Contact)
- Maintain Donor List
- Maintain Mailing List
- Maintain ASBC files/records/archives
- Provide administrative support for monthly socials
- Provide administrative support for all other ASBC activities (classes, resource fair attendance, etc.)
- Provide administrative support for Board activities
- Maintain board emails
- Inventory tracking
- Support Meeting Set Up (for in-person meetings when/if they resume)
- Send Email Blasts using Constant Contact
- Update website calendar and activity listings

#### Qualification/Requirements:

- Must have high level of interpersonal skills
- Position continually requires demonstrated poise, tact and diplomacy.
- Must be able to interact and communicate with individuals at all levels of the organization.
- Must have knowledge of a variety of computer software applications in word processing, spreadsheets, database and presentation software (MSWord, Excel, PowerPoint, Word Press, Constant Contact)
- Work requires continual attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines.
- Must be able to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands.

#### Education/Training/Experience

BA/BS; one or more years of experience or training; or equivalent combination of education and experience.