



## **PROJECT ASSISTANT**

**General Summary:** Under the general direction of the Director of Operations, the Project Assistant will provide administrative support to the Executive Director, Director of Operations, and office staff, as needed.

**Location:** Albany, NY with partial telecommuting as warranted.

### **Principal Duties and Responsibilities**

#### **ED/Office Support**

1. Serve as the “receptionist” for the office by greeting guests, screening phone and email inquiries for FOR-NY.
2. Receive and manage all general e-mail inquiries, and direct to the appropriate staff member as needed.
3. Manage FOR-NY’s CRM database. This includes sending emails, creating event pages, entering contact information and understanding its capabilities to enable FOR-NY to take full advantage of all its abilities.
4. Manage donor records in CRM software and maintain all relevant data on donors, including drafting all routine donor acknowledgements. Provide the Executive Director (ED) and Director of Operations (DO) with a month report on donation and training income.
5. Maintain a scanned, digital filing system of all accounts payable.
6. Provide administrative support to the ED as directed.
7. Maintain an inventory of office supplies and work with staff to coordinate cost-effective purchasing and timely delivery of orders.
8. Review all employee monthly expense reports for accuracy, and provide to Director of Operations (DO) for payment.
9. Organize and maintain all FOR-NY databases, and filing systems.
10. Prepare and track purchase and travel requisitions.
11. Assist team members with special projects as needed, and organizing, planning, and holding events.

## **Travel**

1. Assist with the preparation of travel authorizations.
2. Responsible for assisting in coordination of travel for ED and other staff as directed.

## **Coordination of Meetings**

1. Coordination of the planning of the Community Based Recovery Support (CBRS), RCO, and any other meetings as directed. Attend meetings, take and disseminate notes in a timely manner.
2. Assist the Director of Education & Training with scheduling of trainings and the development and tracking of attendance sheets.

## **Social Media**

1. Assist the Communications Manager in creating event pages, update and schedule updates for all social media platforms.
2. Assist the Communications Manager in developing and posting e-blasts.

## **CRPA Duties**

1. Create and update survey link to collect applications.
2. Compile new applications for both BPT Program and Certification and testing Fees on a weekly basis for application review team.
3. Notify applicants of acceptance/next steps, and file accordingly.
4. Provide telephone/email support for potential applicants and BPT scholarship recipients.
5. Update constituent profiles in DonorView with forms received to enable accepted applicants to retrieve these forms through their portal account.
6. Update and maintain tracking spreadsheet.
7. Create new vouchers to send to those accepted to BPT Program and those approved, based on financial need for CRPA Certification and Testing fees. Update the voucher tracking spreadsheet accordingly.
8. Review, update/revise applications, participant documents, and website as needed.

## **Social Media**

1. Assist the Communications Manager in creating event pages, update and schedule updates for all social media platforms.
2. Assist the Communications Manager in developing and posting e-blasts.

## **Education**

An undergraduate degree is preferred, or relative job experience.

## **Qualifications and Experience**

- Minimum of 3 to 5 years administrative support experience.

- Experience with database contact management systems.
- Demonstrated expertise in Microsoft Office Suite.
- Graphic software experience, Adobe Creative Suite.
- Ability to prioritize projects and see them through to completion, demonstrated problem-solving skills and a keen attention to detail.
- Ability to work in an organized manner in a fast-paced environment.

### **Personal Characteristics**

- A self-starter; *i.e.*, a self-directed individual who has a passion for the organization's mission and wants to "make a difference."
- Able to multi-task, take care of day-to-day, immediate issues and still look ahead to see the big picture and shape the organization's future.
- A solutions and outcomes-oriented problem-solver.
- Outstanding written and oral communications skills.
- Exceptional organizational skills.
- High energy, positive attitude and intellectually bright.
- Demonstrate respect for the history and legacy of the organization.

### **Salary Range**

\$40,000 – 45,000 depending upon skills and experience.