



Job Title	Administrative Specialist
Department	Operations & Administration
Reports to	Deputy Director & Executive Director
Status	Full-time, 40 hours/week, Salary, Exempt
Req. Language Skills	English
Updated	12-2023

Position Summary

The Administrative Specialist works closely with both the Executive Director and Deputy Director, helping to keep focus on strategic priorities while accomplishing daily priorities. Routine functions include assistance in areas of scheduling, calendar and deadline management, communications, administration, follow up activities, board of directors support, planning, reports, community collaborations and special projects.

This role is rooted in versatility, multitasking, flexibility, and adaptability. Every day will be different, and many days the best laid plans will be interrupted. A good sense of humor is essential.

This position requires extensive use of cloud-based information systems such as SharePoint, Office 365, Teams, Salesforce for Nonprofits, Zoom, Canva, and others. Love of Excel spreadsheets is a plus.

The person in this role must consistently reflect the highest level of trust and reliability and maintain consummate confidentiality with access to restricted information.

Main Job Tasks and Responsibilities

Mosaic Culture

- Help keep employees, volunteers, and board informed about great things happening
- Organize and integrate activities which recognize, support, and nurture talents and commitment of staff (including SARTs, SANEs, and volunteers) that acknowledge secondary trauma effects from crisis intervention work
- Organize staff events, meetings, and celebrations of employee and team milestones
- Survey staff on activities and areas of interest for future events
- Organize recognitions and celebrations of on-call staff, MDT partners, and board
- Develop positive working relationships with all levels of staff in all departments
- Maintain staff birthday, anniversary, and celebration schedules

Administrative Support

- Assist with answering phones and transferring calls to appropriate staff
- Prepare documents, reports, presentations and correspondence
- Manage receipts, expense and reimbursement reports for Executive & Managing Directors
- Schedule and coordinate meetings, retreats, locates space, order snacks/meals, and demonstrate hospitality
- Manage the Executive Director's appointment schedule, making sure proper meeting prep time is added, and follow-up is conducted for all external meetings

- Take minutes and written summaries at meetings when requested; summarize & schedule follow-up actions

Resource Development: Government, Foundations, Donors, Events

- Assist with tracking and preparing upcoming grant reports and other communications as needed
- Maintain current contact notes in Salesforce on behalf of Executive Director
- Ensure timely acknowledgements and appreciation to donors
- Special projects from time to time

External Communications & Calendar Management

- Calendar management for CEO and Deputy Director
- Assist CEO and Deputy Director with presentation and report preparation
- Participate in meetings and presentations as requested

Board Communications & Support

- Upload documents for each Board meeting to Board portal
- Assist in preparing meeting agenda, reports, presentations
- Draft meeting minutes for secretary and meeting notes for other committees
- Track follow-up actions from meetings for Executive & Managing Directors
- Administrative support to Board committees
- Support preparations for annual board planning day

Key Competencies & Skills

This role is well-suited for someone with great time management skills who enjoys providing organization to leaders with multiple ongoing projects. Clear, engaging communicator, both in writing and verbally, including the ability to proofread and edit documents.

- Enthusiastic about challenges and solving problems
- Happy juggler of different projects
- Embraces technology as a means to communicate, share information, collect and analyze data
- Skilled in Excel, Word, PowerPoint (we use Office 365).
- Experience with any of these: SharePoint, Teams, Salesforce for Nonprofits, WordPress, Formstack, Constant Contact, donor merchant systems.

Ideal candidate will also have:

- A high level of discretion and diplomacy
- High integrity, dependable and self-motivated
- Natural curiosity, creativity and sense of humor

The Fine Print:

Criminal Background Check and E-Verify: This position will require a criminal background check and E-Verify. References will be contacted.

EOE

www.MosaicGeorgia.org

Crisis Line: 866.900.6019

Tel: 770.497.9122