



## Administrative Associate JOB DESCRIPTION

**Overview:** Reading Works is a nonprofit organization with a mission of improving adult literacy in metro Detroit. Reading Works does not offer direct programs but instead serves as a backbone agency providing support and structure to selected literacy providers (Impact Partners) for regional impact.

**The Administrative Associate** reports to the Executive Director and is responsible for office and database management, administrative responsibilities including event planning, communications and basic bookkeeping tasks, and maintenance of equipment and the website and social media accounts. This is a full-time salaried position; part-time hours may be considered. Salary commensurate with experience. There are opportunities for increased responsibilities and leadership in the organization.

**Key** Administrative Assistance

- Responsibilities:**
- Process deposits, check requests, and invoices
  - File and maintain files
  - Prepare and copy materials for meetings and events
  - Provide general administrative support of the executive director

Resource Development

- Enter and maintain data in donor relationship management system (DonorPerfect)
- Create and mail acknowledgment letters

Office Management

- Oversee and maintain office equipment, services, and supplies
- Troubleshoot technology issues
- Answer phones and advise callers interested in programs or volunteering

Communications

- Manage updates to the website and social media accounts
- Create emails using email marketing service
- Assist with email and written communications
- Assist with event planning and implementation

*In addition to the core responsibilities of the position, may be asked, or may seek, to engage unique abilities, strengths and passions through participation on cross-functional teams with Reading Works Impact Partners and volunteers.*

- Competencies:**
- |                           |                             |                           |
|---------------------------|-----------------------------|---------------------------|
| • Highly Organized        | • Communicates Effectively  | • Continuous Learning     |
| • Relationship Management | • Self-Management           | • Problem Solving         |
| • Adaptable               | • Donor Database Management | • Social Media Management |
| • Time Management         |                             |                           |

**Desired experience and knowledge:**

- Relevant work experience; nonprofit administrative experience, helpful
- Thorough knowledge of MS Office and ability to learn online systems quickly
- Knowledge of DonorPerfect or other donor relationship management system desirable
- Ability to maintain a solid understanding of and passion for adult literacy programs and initiatives

To apply, send resume and cover letter to [hr@readingworksdetroit.org](mailto:hr@readingworksdetroit.org).

*Reading Works is an Equal Opportunity Employer. This job description describes the general nature and level of work performed by employees assigned to this position. It should not be construed as an exhaustive list of all required duties, responsibilities and skills. Reasonable accommodations may be made to enable disabled individuals to perform the essential functions of the job*