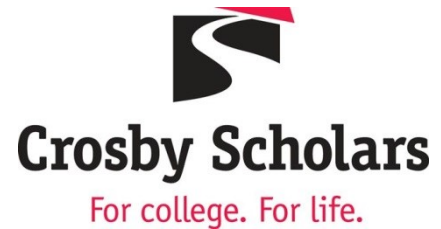


Administrative Specialist and Board Liaison

Position Information



Company	Crosby Scholars Community Partnership www.crosbyscholars.org
Working Title	Admin Specialist and Board Liaison (Part time)
Job Category	Staff and Administrative
Position Type	Staff
Cycle of Appointment	12 months
Hours Worked Per Week	Part-time (25 hours per week)
Work Schedule and Hours	Flexible work schedule; some evenings and weekends required
Salary Range	Hiring range: \$16.00 per hour
Job Summary	<p>The Administrative Specialist and Board Liaison will support the President/CEO, as well as the Development and Marketing team on all functions. The Administrative Specialist and Board Liaison will report to the President/CEO and will work closely with the Director of Development.</p> <p>In this role the Administrative Specialist and Board Liaison has three major functions: 1) provides administrative support to the President /CEO, 2) serves as the liaison to Crosby Scholars Board of Directors and the Executive Committee, and 3) manages a wide range of administrative and general office duties to support the Development and Marketing team. Specific duties include:</p> <p>Executive Support</p> <ul style="list-style-type: none">• Drafts correspondence in accordance with oral/written instruction.• Maintain (electronic) files, including minutes for the Quarterly Board Meetings, Executive Meetings, and various Committee Meetings.• Review and amend documents at the direction of the President/CEO• Maintain up-to-date contact and email distribution lists.• Record and transcribe meeting notes for timely distribution.• Coordinate meeting logistics including meeting room, food, hybrid connections, materials, equipment, access, etc.• Prepare meeting notices, agendas, materials for Committee meetings.

	<p>Board Liaison</p> <ul style="list-style-type: none"> • Serves as liaison between the President/CEO to board members, volunteers, members, and the public. • Maintain board contact lists. • Design and prepare bi-monthly newsletter for Board communication. • Prepare electronic files for meeting packets, documents, and other related materials as appropriate. • Prepare meeting notices, agendas, materials and minutes for the Board of Directors, Executive Committee and any other committee/groups as needed. • Handle distribution of correspondences, meeting packets and other meeting related communications in a timely manner. • Send reminders to board and committee members in advance of meetings and confirm attendance. • Coordinate meeting logistics including meeting location, food, hybrid connections, materials, equipment, access, etc. • Record meetings • Transcribe meeting minutes and ensure they are reviewed and distributed in a timely manner. • Attend all Board Meetings, prepare minutes and agendas. <p>Development and Marketing Team Support</p> <ul style="list-style-type: none"> • Support fundraising campaigns. • Work in collaboration with the Development and Marketing to assist with communication – i.e., newsletters, annual reports, donor lists and correspondence. • Use of donor database program for updates and to produce reports as needed.
Required Qualifications	<p>A 4-year degree.</p> <p>Strong interpersonal and relationship building skills.</p> <p>Excellent written and verbal communication skills.</p> <p>The ability to make decisions independently as a confident self-starter.</p> <p>Proficient in Microsoft Office Suite, Database management, Google Drive and Zoom.</p> <p>Can balance multiple priorities and tasks with limited supervision.</p>
Preferred Qualifications	<p>Previous Board Liaison experience.</p> <p>Experience using Exceed or similar donor software.</p> <p>Detail oriented with strong time management skills.</p>

Desired Knowledge, Skills and Abilities	<p>Experience working with boards, associations and/or nonprofit organizations.</p> <p>Ability to respond quickly and effectively to uncertainty and constant changes.</p> <p>Ability to work in a fast-paced environment.</p> <p>Ability to consistently be at work and on time, respond to management direction and seeks feedback and coaching for continuous improvement.</p> <p>Ability to maintain a high degree of confidentiality.</p>
Working Conditions	<p>Some evening and weekend work may be required. Most of the work will be performed in an office setting; some work may be performed at schools, and special events. Must be able to do light lifting and have a valid NC driver's license with reliable transportation. A pre-employment background check and drug screening will be required.</p>

To apply, e-mail a resume to Jewel Cherry, HR/DEI Officer, Crosby Scholars Program at jcherry@crosbyscholars.org. The review of applications will begin immediately and will continue until the position is filled.