



POSITION DESCRIPTION

<u>Date:</u>	September 1, 2022
<u>Job Title:</u>	Administrative Assistant
<u>FLSA Status:</u>	Hourly Full-Time Non-Exempt
<u>Reports to:</u>	Director of External Partnerships
<u>Hourly Range:</u>	\$22.00 - 24.00
<u>Location:</u>	Fully remote, traveling required

Challenge Day is a nonprofit organization committed to building empathy and compassion in our communities. We help youth and adults unlearn harmful habits, experience vulnerability as a pillar to restore strength, and enable them to experience the freedom of full expression through the lens of compassion, connection, and diversity. In the past 5 years we have supported 300,000 youth and 60,000 adults directly.

Job Purpose

Work collaboratively to help accomplish the Challenge Day Vision and Mission to bring healing, hope, connection and love to teens and their communities by successfully performing as Administrative Assistant.

The Administrative Assistant will provide administrative support to ensure efficient operation of the business. Answers phone calls, schedules meetings and supports visitors. Carries out administrative duties such as filing, typing, copying, binding, scanning etc.

Essential Job Functions

Client Relations Support

- Entering information into the database.
- Hold the main office phone and forward calls and messages
- Booking airline travel, hotel, and car reservations for all events including founders and workshop travel.
- Preparing customer itineraries, including obtaining and entering driving directions and other logistical information into database.
- Coordinating client appointments and maintaining calendars for Client Relations Managers.
- Documenting client communication in database, including processing feedback surveys.
- Fielding client questions regarding Challenge Day programming.
- Communicating with clients, vendors, and staff as requested.
- Tracking school contracts in coordination with the Booking Department.
- Updating policies and procedures in team with Client Relations & Booking Managers
- Other duties as assigned.

Board Support

- Maintain Board of Director's schedule and coordinate meetings including preparing agendas, food, AV, copies, Board Packet, meeting minutes, and other related tasks.
- Maintain and update Board documents as requested/needed: Board Handbook, Calendars, Conflict of Interest forms, and others.
- Assist Board Chairpersons in coordinating Board Committee meetings, as requested.

Accounts Receivable

- Prepare travel invoices, receipts, and other supporting documentation; clearly communicate the process to clients when necessary
- Create Invoices for clients from Sales Orders when payments are due
- Organize and maintain retention files for required period of time
- Liaisons with leaders on financial issues
- Review and submit expense reimbursement request for staff and leaders
- Verify expense reports with existing travel policies
- Input donor contributions to CRM database
- Pick up mail twice a week
- Complete Check Log
- Sign and Mail Checks

Develop and Maintain Excellent Relationships with Entire challenge Day Team by:

- Learning and practicing open, direct, honest and compassionate communication.
- Being committed to creating a world in which every child feels safe, loved and celebrated
- Demonstrating the possibility of love and connection through the celebration of diversity, truth and expression

Environmental Conditions: Remote position with possibility of transition back to an office in the San Francisco Bay Area

Physical Conditions: Duties may require maintaining a physical condition necessary for sitting and standing for prolonged periods of time. Duties require computer use for prolonged periods of time and occasional lifting 25 lbs. or less.

Education and Experience Required:

- BA degree preferred, or related coursework and work experience.
- 3+ years experience in similar role
- Nonprofit experience preferred

Additional Skills Required:

- Excellent computer skills, with proficiency in FileMaker and MS Office, QuickBooks and previous experience booking travel is a plus.
- Proactive organizational and time-management skills
- Typing speed of 45 wpm +
- Strong multi-tasking ability
- Excellent follow-up
- Ability to self-manage and self-motivate