

# Kenzie's Closet Job Description

## Administrative Assistant

**Job Title: Administrative Assistant**

**FLSA:** Part-time 16 hours per week, non-exempt hourly

**Location:** On-site/Remote combination and flexible

**SUMMARY OF JOB DUTIES:** The Office Assistant is responsible for assisting the Executive Director and providing clerical support/administrative management of the office, donor database management, preparation of deposit slips, thank you letters, purchase of office supplies, and support of fund raising events.

**DUTIES:**

**OFFICE OPERATIONS**

- 1) Responsible for office operations, including answering phone, voice mail messages, and responding to emails/inquiries/web contact us.
- 2) Responsible for the integrity of the database with current contact information for school personnel, social workers, adult volunteers, high school volunteers, donors, board members, and potential relationships.
- 3) Logging dress/accessory donations and preparing/sending acknowledgements.
- 4) Maintain purchases for the agency within approved budget.
- 5) Prepare check deposits, other financial assistance as needed.
- 6) Deposit checks at bank, check post office box contents, etc.
- 7) Manage payment processing/vendors.
- 8) Prepare and assist with bulk mailings.
- 9) Other administrative duties as needed by the Executive Director.

**FUNDRAISING/PR**

- 1) Conduct research, run reports.
- 2) Assist with fundraising and media events.
- 3) Maintaining AmazonSmile Wish Lists, other donation requirements.
- 4) Provide office support for annual fund-raiser, and other fund raising events as needed.
- 5) Generate thank you letters for Executive Director's signature.
- 6) Maintain deadline, due date calendar for grant submissions, other important dates.

**FUNDRAISING/PUBLIC RELATIONS**

- 1) Assist Executive Director, Community Outreach Manager and Boutique Manager with administrative assistance as needed.
- 2) Prepare mailing lists, run reports and conduct research.
- 3) Assist with inventory, assets management
- 4) Work/attend special events as needed.

**HOUSEKEEPING**

- 1) Maintain office supplies, boutique and inventory purchasing.
- 2) Schedule cleaning services and be available to other service providers/utilities as needed.
- 3) Remove trash/recycling, shred documents as needed.
- 4) Scheduling deliveries from Appearance Plus Cleaners, other donor vendors, St. Vincent DePaul, etc.

### **QUALIFICATIONS AND SKILLS**

- 1) Love the mission!
- 2) Database management, clerical, and administrative experience.
- 3) Willingness to take courses, training as needed for software, new expectations.
- 4) Independent and self-motivated, able to work with limited supervision.
- 5) Detail-oriented.

### **WORKING CONDITIONS**

- 1) Year-round part-time position.
- 2) Business operations Monday through Thursday. Kenzie's Closet is closed on Friday.
- 3) Combination on-site and remote working environment/flexible schedule.

### **REPORTING RELATIONSHIP**

- 1) This position reports to the Executive Director.

The above statements are intended to describe the general nature and level of work required in this position. This is not meant to be an exhaustive list of all responsibilities, duties, and skills required.

Interested applicants should submit their cover letter and resume to: [admin@kenziescloset.org](mailto:admin@kenziescloset.org) by November 15, 2021.