



Company: ARM Consulting
Position Title: Administrative Assistant
Position Category: Full-Time
Location: Leesburg, VA

ARM Consulting (ARM) is a management and technology company that integrates a range of capabilities to assist government and commercial customers resolve complex issues while simultaneously achieving optimal success. ARM's customized and concierge approach to partnering with customers uniquely positions our company to realize efficiencies without compromising innovation.

ARM is seeking to recruit an Administrative Assistant for one of its non-profit clients in Leesburg, VA. The Administrative Assistant will provide support to the Executive Director (ED) and Deputy Directors by performing administrative tasks to meet the needs of the staff, volunteers, and donors.

Position Description

Essential Duties and Responsibilities:

- Answer the phone, monitor the voicemail box, make client appointments as needed
- Support the ED with insurance documents, payroll management, calendar management & filing
- Responsible for remote bank deposits
- Coordinates staff meetings
- Support the development office by providing data entry, database support and routine donor thank you letters
- Assist the ED in preparing printed materials and assist in the planning and coordination of events and with projects as they arise
- Maintain grant proposal and grant report schedule for team
- Assist in the supervision and coordination of volunteers who are providing office support
- Data entry and database hygiene (i.e. ensuring data entry and data management standards are met by everyone who enters information into the database)
- Provide back-up support for staff when they are on leave
- Sustain positive relationships with volunteers, clients and donors via telephone, email and in person
- Order office supplies and stationery as needed; filing as needed
- Communications effort support through press release distribution, social media administration and content development, routine website updates, and other communications as assigned
- Other tasks as assigned by the Office Administrator or Executive Director

Minimum Experience, Education and Licensure:

- High School Diploma or GED required
- At least four years of related work experience required
- Experience working in a nonprofit with diverse client populations and diverse volunteers a plus



Minimum Knowledge, Skills and Abilities:

- Must be fluently bilingual in English and Spanish
- Knowledge of general office procedures and practices required
- Ability to appropriately handle confidential information
- Excellent interpersonal and communication skills and the ability to work with a diverse population
- Excellent time management skills, able to prioritize multiple urgent projects and meet deadlines. Ability to maintain a high level of flexibility and follow-through
- Ability to work collaboratively with others and the ability to succeed on an interdependent team, while being accountable for projects
- Team performance orientation, with ability to jump in and learn as needed in a small team environment
- Self-starter with ability to work well under pressure and thrive in an extremely fast-paced, continually changing work environment
- Excellent computer skills and skilled in word processing, spreadsheets, database and presentation software including Microsoft Office Suite required
- Ability to work occasional evenings and weekends required.
- Must be responsible, dependable and display the highest level of integrity

ADA Specifications

The person in this position must be flexible and able to work in a team oriented and fast paced environment. The position may require some bending and lifting. This is a full-time position (37.5 hours per week).

The above statements are intended to describe the general nature and level of the work being performed by the Administrative Assistant. This is not an exhaustive list of all duties and responsibilities. The employer reserves the right to amend and change responsibilities to meet organizational needs, as necessary.

- Strong oral and written communication skills
- Strong organizational skills with the ability to multitask and manage the needs of a large network of executive leaders
Excellent relationship building skills, with a commitment to partnership and collaboration

Applicants for employment in the US must have work authorization that does not now or in the future require sponsorship of a visa for employment authorization in the United States.

ARM is a federal contractor and an EEO and Affirmative Action Employer of Females/Minorities/Veterans/Individuals with Disabilities.

All employment decisions shall be made without regard to age, race, creed, color, religion, sex, national origin, ancestry, disability status, veteran status, sexual orientation, gender identity or expression, genetic information, marital status, citizenship status or any other basis as protected by federal, state, or local law.

ARM is an Equal Opportunity Employer
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