



ADMINISTRATIVE ASSISTANT

Position Description

The Administrative Assistant performs administrative and clerical duties in support of NATA's general operations. This position directly supports the Executive Director in daily office operations. This position involves a high degree of public and member contact and professionalism.

Reports to: Executive Director

Classification: Hourly/Non-Exempt

Responsibilities are performed at the NATA office and include:

- Preparing promotional fliers for meetings, events and training classes, including writing copy.
- Managing Access database.
- Proofing and editing all communications prepared by staff.
- Coordinating NATA training, events, and meeting calendar.
- Coordinating logistics for member meetings, e.g. room preparation, catering, reminder calls.
- Registering members for meetings, events and training classes.
- Coordinating website material.
- Preparing and sending member information by fax, mail, and e-mail distribution (inc. multiple distribution).
- Answering multi line phones.
- Maintaining and updating database and mailing lists; generating mailing labels.
- Providing administrative support to Executive Director.
- Processing daily mail and coordinating surface and e-mail mailings.
- Maintaining computer and administrative files with accuracy.
- Purchasing for forms, calendars, and other materials.
- Maintaining confidentiality in working with personnel, records and NATA member information.

Minimum Qualifications:

Knowledge of:

Modern office methods, practices and procedures and equipment; composition, spelling, grammar, business English and punctuation, time management and telephone etiquette. Computer and server systems, phone systems and applications. Software used: Microsoft Office 2000; Publisher 2003, Access database, WinFax, Adobe Acrobat, and Internet resources.

Skills and Ability to:

Maintain effective working relationships with co-workers, NATA members, and Board of Directors; work well with groups and individuals; represent organization to the public in a professional manner; compose reports and correspondence; use resourcefulness and tact in handling complaints and inquiries; accurately prepare, file and retrieve records; competently use office machines and equipment including computer, facsimile machine, and photocopier; rapidly learn computer software, equipment and electronic mail systems operation as needed; good technical aptitude; deal effectively with frequent interruptions; support multiple staff and deal with competing priorities in work assignments; participate in a team environment; communicate effectively, both orally and in writing.

Experience and Training:

Minimum two years of administrative/secretarial experience.

Physical Requirements:

Driving, good manual dexterity, good hearing and eyesight with or without corrective devices, ability to sit for extended periods, ability to lift and carry up to 25 lbs.

Driver's License:

A valid Oregon or Washington State driver's license is required within 90 days of the first day of employment.

Compensation:

Full time, \$13 hourly wage, qualifies for employee benefits after 90 days (health, dental, Simple IRA, personal time).

BRC: 12/08