



# Job Announcement

May 26, 20203

**POSITION:** Administrative Assistant

**STATUS:** Full Time, Exempt

**REPORTS TO:** Executive Director

**LOCATION:** Sparks, Nevada

**ABOUT:** Nevada Volunteers is a 501(c)3 not for profit corporation led by a body of Commissioners appointed by the Governor of Nevada, to build an ethic of service and make positive and lasting social and economic impact across the state. Nevada Volunteers is among a national network of Governors Commissions on Service and receives funding from AmeriCorps, the State of Nevada, and philanthropic donations to empower all Nevadans to improve their communities through capacity building, national service and volunteerism. This is accomplished through promoting an ethic of service and volunteerism to meet critical needs in education, environmental restoration, healthy futures, and economic opportunities, to name just a few.

**POSITION SUMMARY:** Performs a variety of clerical, fiscal, and administrative support functions for the organization including: drafting correspondence, scheduling appointments, maintaining paper and electronic files, maintaining office equipment and computers, and providing information for inquiries.

**SALARY AND BENEFITS:**

Salary range of \$37,500 - \$45,000 per year, commensurate with experience.

Additionally, Nevada Volunteers provides an excellent benefits package which includes:

- Employer paid health, dental and vision plans for employees;
- Retirement plan at 7.5%;
- Life insurance for employee;
- Paid personal, sick and holiday leave;
- Employer paid professional development.

**ESSENTIAL FUNCTIONS:** Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions.

**General Administration Support**

**1. Constituent Support** – Answer and direct phone calls to appropriate staff; greet visitors, answer inquiries and direct to appropriate staff; assist with scheduling meetings with constituents and staff.

**2. Office Administration** – Develop and maintain digital and physical filing systems; maintain and restock office supplies; open, read and distribute incoming mail and other deliveries; support maintenance of general office equipment.

**3. Staff Support** – Assist with the maintenance of staff calendars and scheduling appointments; assist with logistical arrangements for internal and stakeholder meetings; assist with preparation of agendas and corresponding documents; assist with the preparation and distribution of internal staff reports; assist in the preparation of annual audits; assist with staff travel logistics.

**4. Commissioner Support** – Attend Commissioner meetings, record meeting minutes; assist the Executive Director in the preparations of reports and presentations; assist with Commissioner travel logistics; document confirmations/regrets; record attendance and assist with scheduling interim committee meetings.

**5. Project Management** – Assist with event planning, training schedules, events, and program and outreach initiatives. Support leadership staff in implementing the organizational strategic plan.

**6. Support strategic equity**—Cultivate and center all voices. Promote inclusion activities and efforts and perform all functions with an equity lens.

**QUALIFICATIONS FOR EMPLOYMENT:** Knowledge, Skills, and Abilities: The attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.

**Knowledge of:**

- Effective office operations and procedures;
- Federal grants management administration;
- Techniques and practices of organizing and coordinating programs, activities, and special events;
- Techniques of writing a wide variety of communications; and
- English usage, spelling, grammar, and punctuation.

**Skills to:**

- Utilize with accuracy and proficiency technology platforms: Microsoft 365, Excel, time-tracking software and platforms, eGrants, etc.;
- Edit and proofread internal and external documents and presentations;
- Communicate effectively in verbal and written formats; and
- Operate personal computer and software applications for graphic presentations, information retrieval research and other job-related software.

**Ability to:**

- Communicate effectively both verbally and in writing with excellent interpersonal skills and the ability to work collaboratively;
- Contribute to organizational values of integrity, teamwork, trust, personal responsibility, and initiative;
- Maintain a high level of organization and time management;
- Manage multiple projects simultaneously with high degree of accuracy, follow-through, and communication;
- Be team-oriented, collaborative, and invested in the organization vision and mission; and,

- Complete work with accuracy and strict adherence to deadlines and policies and procedures.

**Experience and Training:** Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is a combination of the following:

- Bachelor's degree from an accredited college or university with major course work in project management, social work, government or nonprofit administration or a related field.
- Five (5) years' experience.
- Computer proficiency and experience with Microsoft suite programs is strongly preferred.

**Required Certification and Licenses:**

- Possession of a valid driver's license; the required license must be maintained and current throughout duration of employment. The ability to secure alternate means of travel may be substituted.

**The individual in this position:**

- Promotes and advocates an organizational culture that values and supports service, career readiness, national service member satisfaction, and organization leadership.
- Collaborates and cooperates with staff as needed to successfully complete tasks, including following established management processes.
- Effectively utilizes pro bono and volunteer support, with limited, strategic use of external contractors.
- Completes work with strict adherence to deadlines, policies and procedures, and with accuracy.

**Physical and Mental Requirements:** The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Some reaching, bending, squatting, and stooping to access files and records is necessary. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper. Occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, employees, and the public. Maintain regular and consistent punctuality and attendance. Light lifting (up to 25 pounds) is occasionally required.

**Working Conditions:** This position functions indoors in an office-type environment where most work is performed at a desk or similar workspace. This position is expected to work an eight-hour shift from the Nevada Volunteers headquarters in Sparks, Nevada. Changes to essential functions and working conditions must be brought first to the attention of a senior member of the Nevada Volunteers leadership team.

Nevada Volunteers will conduct pre-employment and employment screenings as follows:

- Fingerprint-based FBI check.
- National Sex Offender Public Registry Website for all employees and non-episodic volunteers.
- Name-based State criminal registry check

**Equal Opportunity Employer:** Nevada Volunteers provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

**TO APPLY:** Send resume and cover letter to [jeff@nevadavolunteers.org](mailto:jeff@nevadavolunteers.org).

**DEADLINE:** This announcement will remain open until filled.