

## Island Autism - Administrative Assistant



### Position Summary

Island Autism Group is seeking an organized, detail-oriented, and personable Administrative Assistant to support the day-to-day operations of our "Hub House." As the first point of contact for many in our community, this role is vital to keeping our office running smoothly and ensuring our team, families, and donors are well-supported. The ideal candidate is a proactive multitasker who enjoys maintaining order and helping a mission-driven organization grow.

### Key Responsibilities

- **Communication Management:** Serve as the primary point of contact for the office by answering phone calls, taking accurate messages, and managing the general email inbox (replying directly or routing inquiries to the appropriate staff).
- **Logistics & Deliveries:** Oversee daily mail delivery and manage orders for office and program supplies, ensuring the team has the resources they need.
- **Financial Administration:** Assist in the bookkeeping process by tracking incoming invoices, processing checks, and accurately logging donation data.
- **Donor Stewardship:** Work with the Executive Director and Board Members to ensure our supporters feel valued by timely processing and mailing of thank-you notes and donation acknowledgments.
- **Scheduling & Coordination:** Maintain the master organization calendar, tracking staff schedules and program attendance to ensure operational clarity.
- **General Support:** Assist leadership with various administrative projects, filing, and organization tasks as they arise.

### Qualifications

- **Organizational Skills:** Exceptional ability to prioritize tasks, manage deadlines, and maintain a tidy, efficient workspace.
- **Technical Proficiency:** Comfortable using email, digital calendars, and basic spreadsheet/database software (e.g., Google Workspace, Excel, or Square/donor management tools).
- **Professionalism:** A friendly and professional demeanor when interacting with families, donors, and the public.
- **Discretion:** Ability to handle sensitive information and maintain confidentiality regarding participant and donor records.
- **Reliability:** Strong consistent attendance is required to keep day-to-day operations on track.

### Compensation & Hours

- **Hours:** Part-time ~20-25 hours per week
- **Rate:** Commensurate with experience
- **To Apply:** Please send a resume and brief introductory email to [kate@islandautism.org](mailto:kate@islandautism.org)