

Administrative Assistant for the Down Syndrome Association of West Michigan

Is your favorite day on the job when you get to support other people? Are you organized, dynamic and creative? Do you like to meet new people?

If this is you, we want you as our Administrative Assistant! See the details of the position below.

Job Description:

We are seeking a dynamic, creative and organized individual that will be responsible for supporting staff and the mission of the Down Syndrome Association of West Michigan. The primary focus will be office management. Some graphic design work will be included. Must have office experience and be a friendly self-starter and flexible.

For more information about our programs and services, view our website at www.dsawm.org.

KEY RESPONSIBILITIES

Responsibilities include the following. Other duties may be assigned.

Administrative

- Answer phones, promptly relay messages, provide referrals as needed, return calls within 24 business hours.
- Maintain voicemail updates for DSAWM.
- Make copies as needed.
- Prepare mailings as needed.
- Reply to general DSAWM emails within 24 business hours.
- Maintain Website Calendar making sure it is current and correct information.
- Monitor Website content to make sure it contains current and accurate information.
- Maintain the data base.
- Prepare thank you letters and tax receipts.
- Prepare and send the weekly newsletter using Constant Contact.
- Work on annual report with the Executive Director.
- Promptly file materials and maintain a safe and clean work environment.
- Order and maintain office and event supplies.

Awareness

- Provide resource materials about DSAWM's mission, programs and services
- Manage inventory and distribution of DSAWM materials.
- Assist with and attend the Step UP for Down Syndrome's annual awareness and fundraising walk as directed.
- Assist with and attend the week-long Bike Camp held each summer.
- Assist with and attend Winners' Cup, the Kentucky Derby party for the DSAWM Foundation.
- Review and oversee production, publication, and distribution of all Association & Foundation publications, including weekly email update, DSAWM brochures and all other forms and applications for internal and external use.

Database

- Continuously review information in the database to insure it is correct; update as needed.

Events

- Assist and support in event planning and management, including material production, member participation, and volunteer recruitment.
- Plan and manage all member social events and help with registration and supervision of volunteers.

Finance

- Prepare invoices/vouchers for payment and have approved by Executive Director.
- Mail checks once signed by Executive Director and/or President.

Member Relations

- Coordinate Hospital Meal Voucher, Member Gifts, Membership Assistance, and Adoption Assistance request and prepare necessary paperwork for Director approval.
- Answer general member inquiries and pass along questions to relevant staff members.
- Coordinate yearly membership renewal.

Resource Directory

- Create and maintain a resource directory for services throughout West Michigan.
- Update New Parent packets and website concurrently.
- Add organizations to our database mailing list as appropriate so they will be aware of DSAWM services.

Miscellaneous

- All other tasks as requested by DSAWM Executive Director and staff.
- Willingness to learn and a can-do attitude.
- Desire to deliver quality results.
- Superior interpersonal, written and oral communication skills.
- Ability to manage multiple tasks in a fast-paced changing environment.
- Proficient computer knowledge of Microsoft Office suite.
- Experience in Publisher and Adobe.
- At least two years of work experience related to office management.

Availability

32 hours a week. Hours vary and include nights and weekends as needed due to programs, fundraising and member events, but typical office hours will be 9-5 Tuesday – Friday. Summer hours, Memorial Day – Labor Day will be 9-5 Monday – Thursday.

Compensation

Annual salary of \$25,000, vacation and holiday pay.

Company Overview

The DSAWM is a resource and advocacy organization promoting public awareness and supporting lifelong opportunities for individuals with Down syndrome and their families. Our vision is to create communities that embrace Down syndrome, empower individuals and promote opportunities for meaningful lives.

At DSAWM, we encourage staff to maintain a healthy work-life balance and we make decisions that align with our core values of service, healthy lifestyle, empowerment, inclusion and continuous improvement.

How to Apply for this Position

Submit resume and cover letter electronically to director@dsawm.org or US mail to Attn: Executive Director, DSAWM 233 Fulton St. E, Suite 124 Grand Rapids, MI 49503. Application deadline is November 3 at 5:00 p.m.

The DSAWM is an EOE.