



**random acts**  
a division of the Art Department, Inc.

## Programming Administrative Assistant

### **JOB SUMMARY**

The primary function of the Programming Administrative Assistant is to provide support to the Programming Director and the Programming Leadership Team. Reporting to the Programming Director, the Programming Administrative Assistant will complete numerous clerical and administrative tasks, allowing the Director to focus solely on the tasks directly related to their duties. The Programming Administrative Assistant will also be expected to provide cover and support to the Executive Assistant, where necessary

### **RESPONSIBILITIES**

- File and retrieve documents and reference materials
- Conduct research, assemble and analyze data to prepare reports and documents
- Arrange and coordinate meetings and events
- Record, transcribe and distribute minutes of meetings
- Communicate with all staff/volunteers to follow-up on assignments, schedule meetings, provide task lists, and other items as necessary
- Monitor, respond to and distribute incoming communications
- Support the Department Managers in creating various reports
- Support the Programming Director in collecting and editing the Board of Directors Quarterly Reports
- Coordinate project-based work
- Keep the Programming Director informed of significant problems that jeopardize the well-being of the organization, escalating to the Director and the rest of the Senior Team where necessary
- Attend regular staff and departmental meetings
- Any other projects or duties as requested by the Programming Director

### **DESIRED QUALIFICATIONS AND SKILLS**

- Strong reading, writing and communication skills
- Excellent interpersonal skills
- Excellent organizational and planning skills
- Attention to detail and accuracy
- Strong computer skills
- Working knowledge of relevant software, such as MS Office products including Power Point and Excel, and Adobe Acrobat
- Knowledge of standard office administrative practices and procedures
- An Associate's or Bachelor's degree or equivalent preferred
- At least 1 year of providing administrative support