



## **Administrative Assistant**

**Organization Description:** The Danville Neighborhood Development Corporation is a nonprofit community development organization that works alongside residents to reimagine, revitalize and build thriving neighborhoods in the city of Danville through housing investment and community development.

### **Job Overview:**

DNDC is seeking an Administrative Assistant who will play a crucial role in ensuring the smooth and efficient operation of the office. The Administrative Assistant will be responsible for performing various administrative and clerical tasks to support the overall functioning of the workplace. The ideal candidate will be organized, detail-oriented, and possess excellent communication skills. This is a part-time hybrid position.

### **Key Responsibilities:**

#### **Administrative Support:**

- Assist in day-to-day administrative tasks, including data entry, filing, photocopying, and scanning documents.
- Manage and maintain office supplies, ensuring adequate stock levels.
- Handle incoming and outgoing mail and packages.

#### **Communication:**

- Answer and direct phone calls in a professional and courteous manner.
- Respond to emails and inquiries promptly, redirecting them to the appropriate individuals when necessary.
- Draft, proofread, and edit correspondence as needed.

#### **Scheduling and Coordination:**

- Schedule appointments, meetings, and conferences, coordinating with internal and external stakeholders.
- Assist in planning and organizing Board meetings, partner meeting and neighborhood meetings.
- Coordinate logistics, catering, and other event-related details.

#### **Record Keeping:**

- Maintain accurate and organized filing systems for both digital and physical documents.
- Take notes at board and committee meetings.

**Assistance to Management:**

- Provide support to the Executive Director as needed.
- Assist in preparing reports, presentations, and other documentation.

**Technology Proficiency:**

- Utilize office software and equipment, Microsoft word, spreadsheets, and other relevant tools such as social media.
- Troubleshoot basic technical issues or liaise with IT support when necessary.

**Qualifications:**

- High school diploma or equivalent; additional education or certification in office administration is a plus.
- Entry level - 1- 3 years of experience as an administrative assistant or a similar role.
- Strong organizational and multitasking skills.
- Excellent communication skills, both written and verbal.
- Proficient in MS Office and other relevant software.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Positive attitude, adaptability, and a willingness to learn.

**Working Schedule & Conditions:**

- Hybrid office hours approximately 25- 30 hours per week, with occasional flexibility based on business needs.
- Professional office environment.

**Salary:** Based on Experience. \$17.00- \$21.00 per hour based on experience. This is a grant funded position.

**No phone calls please. To apply please send Resumes to [danvillenc@gmail.com](mailto:danvillenc@gmail.com) with subject line Administrative Assistant position. Deadline to Apply: May 27, 2024 by 5pm.**