



Full-Time Operations and Administrative Assistant

Reports to: Deputy Director

Supervises: n/a

Full-Time (37.5 hours per week), exempt

Salary: \$60,000-\$65,000 depending on experience and generous benefits including health, dental, vision, 401K

POSITION SUMMARY

The Operations and Administrative Assistant manages day-to-day operations by providing administrative and technical support to the managerial and program staff throughout the organization in performing their duties to achieve the organization's mission.

PRIMARY OFFICE MANAGEMENT RESPONSIBILITIES:

- Order supplies as needed/requested; research best price available for supply/service.
- Obtain and coordinate any catering or refreshments, as requested.
- Provide onsite assistance on the day(s) of the event if requested.
- Monitor supply inventory and ensure supplies are ordered in cost efficient manner.
- Order required program supplies.
- Keep office and supplies organized.
- Manage administrative functions of IT including by serving as liaison with IT support vendor and troubleshooting IT issues with staff upon request.
- Process incoming mail: upload invoices to bill.com, route correspondence to appropriate staff, provide thank you letters to donors as requested, etc.
- Liaise with vendors (IT, Internet, Phone, Datawatch, Copier/Printer) to onboard new staff and troubleshoot with existing staff.
- Code credit card expenditures in bill.com so that they are charged to the appropriate program
- Maintain a working knowledge of equipment operations and capabilities and support staff's use of them.
- Troubleshoot problems and coordinate repairs and maintenance.
- Act as staff liaison to the Board of Directors by taking minutes, scheduling meetings, creating agendas, and staying up to date on County compliance relevant to the Collaboration Council's role as Local Management Board, one of the County's Boards and Commissions.
- Building Management - Liaison with property management staff regarding any concerns from the organization as a tenant.

WORKING CONDITIONS:

- Hybrid: In Rockville office 2-3 times per week/1-2 days may be remote as negotiated with supervisor.
- Occasional local travel is required.
- Though there is minimal lifting involved, the position may involve moving mail, boxes or supply materials.

POSITION REQUIREMENTS

Skills and Abilities

- Excellent interpersonal skills including flexibility, collaboration, and transparent, respectful communication.
- MS Office and database software experience with demonstrated proficiency in managing database systems and adapting to new technologies.
- Prioritizes assignments and manages multiple assignments.
- Works independently and approaches new challenges with curiosity and problem-solving skills.
- Highly organized.
- Excellent written and oral communication skills.
- Exercises discretion in matters requiring confidentiality.

The position may be reassigned and responsibilities may be modified or changed at any time to fulfill organizational requirements.

To apply: Please send cover letter, resume, and references to HR@collaborationcouncil.org

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