



I Turn Research into Empowerment and Knowledge

Administrative Specialist

Committee:	Management Committee
Location:	Virtual
Job Title:	Administrative Specialist
Reports To:	Management Director

Type of position: <ul style="list-style-type: none"><input type="checkbox"/> Full-time<input type="checkbox"/> Part-time<input type="checkbox"/> Contractor<input type="checkbox"/> Intern<input checked="" type="checkbox"/> Volunteer	Hours_____ / week <ul style="list-style-type: none"><input type="checkbox"/> Exempt<input type="checkbox"/> Nonexempt<input checked="" type="checkbox"/> N/A
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General Description

The Administrative Specialist will provide primary administrative support to the Management Committee and the Volunteer Coordinator, while also supporting critical activities within the organization. This position will engage directly with volunteers and committees to provide customer service and support for a variety of projects and programs. Responsibilities include meeting coordination, developing and maintaining resource materials, responding to management and volunteer inquiries, supporting leadership and committee activities.

Essential Duties

- Provide administrative and technical support to committee, chairs and other critical i-Trek positions.
- Assist in inputting or monitoring computer-based tracking systems for handling correspondence, internal documents, workload activities and other actions.
- Independently uses electronic calendar to schedule appointments and other meetings based on knowledge of priorities.
- Provides customer service communicates, internally and externally, plans meetings and records meeting minutes.
- Provides support to Volunteer Specialist by coordinating with Volunteer Coordinator on the intake of applications, processing of background checks and disseminating welcome packets to all incoming volunteers.
- Responsible for making travel arrangements and prepares vouchers and other expense documents.

Work Experience Requirements

- Minimum of 1 year experience in business/executive administration
- Ability to deal with various situations that require a high degree of professionalism.
- Experience working virtually preferred.
- Exceptional oral and written communication skills
- Possess ability to work in collaborative manner in a diverse setting.
- Ability to set priorities, multitask, manage time, meet deadlines and be willing to take initiative to ensure a project succeeds as necessary. An impeccable commitment to follow through and attention to detail is a must.
- Must have discretion and maintain confidentiality with information.
- Basic computer literacy and some knowledge of word processing software and email
- Proficiency with Google Docs
- Ability to set priorities, multitask, manage time, meet deadlines and be willing to take initiative to ensure a project succeeds as necessary. An impeccable commitment to follow through and attention to detail is a must.

Education Requirements

None

Normal Working Hours and Conditions

- All volunteers are expected to attend monthly committee conference calls and complete and assigned tasks.
- Applicants are expected to have timely responses to email.
- Commitment will not exceed 10 hours per week.
- Volunteers must comply with i-Trek’s Volunteer Code of Conduct (provided shortly after initial interview to all perspective applicants).
- Hours outside of your usual schedule will be expected (some evenings and weekends will be necessary).
- All volunteers should be willing and able to work virtually.

Reviewed By:		Title:	
Approved By:		Title:	
Date Posted:			
Date Hired:			

Equal Opportunity Employer

i-Trek is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.