



Administrative Assistant Position Description

Description of Organization:

Fonkoze USA was established in 1997 as a 501(c) (3) non-profit organization and is based in Washington, DC. Fonkoze USA is dedicated to securing financial and technical support for its Haitian partners. It educates the American public about Fonkoze's work in Haiti, facilitates technical assistance for the two Haitian entities and raises money to support Fonkoze's programs. Fonkoze USA also acts as a channel for socially responsible investors who want to "invest" in Fonkoze's loan fund by lending their money at subsidized interest rates. Fonkoze USA gives American donors access to tax advantages available to the fullest extent allowed, and conducts the necessary due diligence on Fonkoze's operations. More information is available at www.fonkoze.org

Position Overview

The Administrative Assistant carries out critical administrative functions for Fonkoze USA located in Washington, DC in accordance with the goals, values, and policies of the organization.

The Administrative Assistant works closely with the Executive Director and the rest of Fonkoze USA's staff in furtherance of the organization's mission. The Administrative Assistant – like all Fonkoze USA staff – is expected to build and maintain good relationships with the Board of Directors, Fonkoze's Haitian partners, and Fonkoze USA's supporters including both donors and investors.

This is a part time hourly position (approximately 30 hours per week), offering pro-rated vacation, sick, and holiday leave, and may require occasional overnight travel.

Preferred Qualifications

- Outgoing and helpful personality, excellent phone manner
- Highly developed organizational skills
- Strong written and verbal communications skills
- Detail oriented
- Extensive computer skills including MS Word, Excel, PowerPoint, Raiser's Edge (or similar donor database system) and QuickBooks
- Knowledge of basic accounting principles
- Five year's relevant work experience
- Exposure to digital marketing campaigns, particularly in regard to processing data related to funds received.
- Capable of performing the stated essential duties and responsibilities

Essential Duties and Responsibilities

- Answer phones and provide support to Fonkoze supporters as needed.
- Update charitable website(s) data as needed.
- Maintain annual charity registrations with appropriate states.
- Assure updated resources and publications are on hand and distribute upon request.
- Determine optimum method of mailing materials and coordinate appropriate arrangements

- including going to the Post Office or other mailing facility.
- Assist with the logistics of staff retreats, Board meetings, events and conferences.
- Maintain filing systems pertaining to areas of responsibility.
- Handle IT issues in conjunction with tech support.
- Keep the office space neat, storing backup supplies, discarding outdated materials.
- Maintain appropriate level of office supplies and shop for supplies as needed.

Administrative Support for the Executive Director and Fonkoze USA team

- Maintain general office calendar.
- Organize and schedule appointments for the Executive Director
- Plan meetings and take detailed minutes.
- Assist in the preparation of regularly scheduled reports and/or other documentation as requested.
- Book travel arrangements for Executive Director or team as requested.
- Submit and reconcile expense reports for the Executive Director.
Perform assigned accounting functions at the direction of the CFO or other appropriate personnel.

25th Anniversary Gala & Events

- Responsible for effective and timely communication between internal team, clients, and vendors via phone and email
- Reports to event lead(s) as assigned, on a regular basis with project progress, identified problems and solutions.
- Establish good relations with vendors and works with vendors in securing needed materials on time, within budget and meeting requested specifications.
- Read and analyze banquet event order in order to gather guest information, determine proper set up, timeline, specific guest needs, buffets, action stations, etc.
- Respond to and try to fulfill any special banquet event arrangements. Follow up on special banquet event arrangements to ensure compliance.
- Arranges all event transportation logistics as required
- Maintain clear communication with manager regarding special problems or exceptions to policies and procedures.
- Able to effectively delegate to staff above and below this position.
- Actively participate in team meetings as required by providing challenges and solutions to benefit other team members and treating all proprietary information as confidential.
- Attend all committee meetings and maintain meeting notes.

Fonkoze USA is a small organization tasked with a large and ever increasing set of responsibilities. It is required of staff, and in particular the Administrator to willingly perform any and all various jobs necessary for the effective functioning of the organization. Such “other duties as assigned” may be made on a temporary basis or become a permanent part of the employee’s job description at the sole discretion of the Executive Director.

Fonkoze USA is an equal opportunity/affirmative action employer.