

Job Title: Administrative Assistant		
Department: Executive		
Location: Washington DC Office and Virtual Office (telecommuting from home) Combined		
Job title: Administrative Assistant		
Reports to: Manager of Special Projects to the Executive Team		
Classification: Consultant	Position type: Part-time	Hours: 20 hours per week
<p>General description</p> <p>The Administrative Assistant is responsible for providing administrative support to Blue Star Families' (BSF) Executive Team.</p>		
<p>Key job functions</p> <ul style="list-style-type: none"> • Completes a variety of administrative tasks for the Executive Team including, but not limited to: managing an extremely active calendar of appointments; completing expense reports; arranging detailed travel plans and itineraries; and compiling documents for travel related meetings • Plans, coordinates and ensures the CEO and COO's schedules are followed and respected • Provides administrative support to the CEO and COO, as well as to the Board of Directors and Departmental Directors as assigned • Researches, prioritizes, and follows up on incoming tasks & requests addressed to the Executive Team, including those of a sensitive or confidential nature • Works closely and effectively with the Executive Team to keep them well informed of upcoming commitments and responsibilities, following up appropriately • Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures • Prepares and edits correspondence, communications, presentations and other documents • Maintains databases and electronic files in order to retrieve documents or reference materials quickly upon request • Maintains and updates organization documents, lists, and manuals, as well as contact and account records • Assists with bookkeeping, vendor contracts, and business reports as directed 		

Required experience, skills, background

- Minimum 3 years of administrative or assistant experience, preferably in a nonprofit organization
- Expert level professional written and verbal communication skills
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with superior attention to detail
- Highly resourceful team-player and efficient independent worker
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, Board members, external partners and donors
- Demonstrated proactive approaches to problem---solving with strong decision---making capability
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment
- Proficiency with Microsoft Word, Excel, and Power Point
- Limited out-of-town, overnight travel is required
- May be required to work nights, weekends, and holidays as necessary to carry out key job functions

Desired experience, skills, background

- Bachelor's degree, preferred
- Experience in membership organizations
- Familiarity with Google Apps and social media platforms
- Familiarity with the military community
- Experience working in a virtual environment
- Experience with CRM database systems, preferably Salesforce

Salary and benefits

Salary will be commensurate with experience. Benefits package includes paid time off, a 403(b) plan, and flexible work hours.

Equal opportunity

Blue Star Families is an equal opportunity employer. We do not discriminate on the basis of age, race, ethnicity, religion, national origin, gender, sexual orientation, or disabilities.

As part of our commitment to the military community, we encourage applications from veterans and military family members.

POSITION DESCRIPTION



About Blue Star Families

Formed in 2009, Blue Star Families is a fast growing, high-profile nonprofit organization with a mission to strengthen military families and our nation by connecting communities and fostering leadership. Blue Star Families is a virtual organization with employees and volunteers located around the world. With more than 100,000 members and 50 Chapters at military installations across the globe, Blue Star Families is the nation's largest Chapter-based nonprofit serving America's military families.

How to apply

Please email resume and cover letter including salary requirements – with applicant's full name in the email subject line – to hr@bluestarfam.org No calls, please.