



## **Administrative Assistant (Part-time)**

**Summary:** The Administrative Assistant works closely with the Development and Events Manager, the Director of Development, the Executive Director and other key staff and Board members to carry out development and office administration duties. They will handle front line communication with the public, maintain databases; assist with accounting processes; maintain a clean and orderly office environment, schedule and coordinate meetings and staff travel arrangements; and carry out routine administrative tasks.

**Reports to:** Development and Events Manager

### **Major Duties**

#### **General**

- Maintain organizational calendars and schedules.
- Responsible for ordering office supplies for the organization.
- Serve as primary contact for maintenance of administrative equipment (printer/copier, postage) and the ordering of supplies.
- Serve as primary contact for all incoming inquiries (telephone, email, mail) and refer correspondence to appropriate staff for follow-up.
- Prepare and reconcile daily cash deposits and take deposits to the bank.
- Prepare and submit reports as needed.
- Participate in staff meetings, board meetings and other organizational activities as required.
- Maintain purchase order log and process approved purchase orders to appropriate staff.
- Other duties as assigned.

#### **Development**

- Assist in database maintenance, including but not limited to constituent, donor and membership data.
- Assist the Guest Services department with membership mailings and follow up.
- Maintain reminder system for fundraising and reporting deadlines.
- Prepare timely and accurate pledge reminder and gift acknowledgement letters.
- Assist with the implementation of and follow up to cultivation and special events.
- Travel scheduling and logistics.
- Assist with preparation of bulk mailings for newsletters and other C'mon promotional materials.

**Qualifications**

- A strong commitment to mission and vision of C'mon.
- Three or more years of office support experience in business with working knowledge of general office procedures and effective writing skills.
- Working knowledge of Microsoft Office Suite and databases.
- Excellent professional phone skills & excellent people skills.
- Experience working in non-profit fundraising environment a plus.
- Ability to process information; prioritize duties, and follow through with details essential.
- Organized and task oriented, team player with individual initiative.
- Ability to handle multiple tasks and prioritize needs.
- Able lift up to 25 pounds, bend, reach, and stretch without assistance
- Must pass a background check and be fingerprinted.

*Please note: The approximate schedule for this position is 25-30 hours per week. Special events, Saturdays and holidays will be included as determined by supervisor.*

**Working Conditions:**

- General office and Museum environment.
- Moderate amount of local travel.
- Constant interaction with public.
- Limited exposure to environmental hazards that may arise through normal tasks in this position.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

**To Apply:**

Please send cover letter, resume, three references, and salary requirements to: [hrjobs@cmon.org](mailto:hrjobs@cmon.org) or mail to: HRJobs 15080 Livingston Road, Naples, FL 34109  
No phone calls please.

C'mon is an Equal Opportunity Employer (EOE) in compliance with all Federal, Florida State and local ordinances, including Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Americans with Disabilities Act of 1990, and the Genetic Information Nondiscrimination Act of 2008.