



HumanitiesDC
1140 3rd Street NE
2nd Floor
Washington, DC 20002

Job Announcement

Position: Administrative Assistant
Reports to Operations Manager

Reports to the Operations Manager and works closely the programs staff and Executive Director. Provides administrative and clerical support for the Operations Manager and the Programs department. In addition to typing, filing, and scheduling, performs duties such as record keeping, coordination of meetings and conferences, and working on special projects. Also, answers non-routine correspondence and assembles highly confidential and sensitive information. A high-quality productivity level within a fast-paced environment is a necessity.

Responsibilities include, but not limited to:

Provide support to the Executive Director and Operations Manager in the execution of their responsibilities.

Supports the work of the grants team by accepting and reviewing forms and reports for completion, ensuring grantees submit any required paperwork.

[During COVID] Retrieve mail from office on a weekly basis, scan and distribute.

Receive and manage vendor invoices and code. Submit to Operations Manager with back-up for approval.

Maintain digital vendor financial records to include documentation back-up for all invoices. Support meetings and conferences, as assigned.

Assist in the production of reports and other documents as assigned. Assist Operations Manager with grant reporting.

Credentials: - Education: High School diploma with 5-10 years or equivalent experience preferably in finance

Technology: Microsoft Office Products, Window operation systems, office equipment, QuickBooks, Foundant, donor software, office equipment

Preferred Skills: - Work independently as well as in a collaborative environment. Customer service oriented - Communication skills – written, verbal and presentation - Planning, calendaring and organizing - Prioritizing - Problem assessment and solving - Information gathering and monitoring - Attention to detail and accuracy - Flexibility and adaptability - Computer skills and knowledge of relevant software - Knowledge of operation of standard office equipment - Knowledge of clerical and administrative procedures and systems such as filing and record keeping.

To Apply, please send a cover letter and resume to hr@wdchumanities.org. No phone calls please.