

Position	Administrative Assistant
Position Reports to:	Chief Executive Officer
Position Status: Volunteer	Volunteer, renewable 2-year term

Position Overview: Executive Committee

The Administrative Assistant is responsible for providing general administrative support for the Director of Culture and Engagement

Core Responsibilities:

- Complete a broad variety of administrative tasks for the Department of Mental Health Education
- Organize and produce special communication as needed.
- Assist with meeting planning & coordination, including quarterly meetings with the Board of Directors
- Assist with facilitating training, on-boarding and consultation requests
- Assist with calendar management
- Uphold Flamingo Trauma Recovery administrative standards
- Manage cohort forum (i.e. post announcements, answer questions, reminders, etc.)
- All other duties generally related to the overall job assignment.

Qualifications:

- Excellent verbal, writing and report presentation skills
- High level of professionalism and demonstrated ability to handle confidential information
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Strong sense of teamwork
- Can operate independently and remotely from a supervisor
- Advanced PC skills in Microsoft Office, including Word, PowerPoint and Excel

Please send your resume and cover letter or samples to care@flamingorecovery.org