



## ECHO Administrative Assistant Job Description

*The ECHO Administrative Assistant will support communication, administrative and programmatic functions performed by ECHO staff. This promises to be varied and provide opportunity for personal and professional growth. While ECHO staff have varying needs of support depending on the timing of projects, reports and meetings, the Administrative Coordinator would expect to be involved in the following tasks:*

### **Administrative Supports**

- Provide general administrative and clerical support including scanning and copying
- Organize and maintain files and records

### **Communication and Program Supports**

- Prepare and disseminate meeting agendas, announcements, minutes, and supportive materials
- Manage Work Group email lists, meeting calendars and documents using the website, Dropbox, etc.
- Assist staff as needed with research, writing, calendars, etc.

### **Special Projects/Events**

- Assist with logistics, work plans, and volunteer coordination for special events
- Point-In-Time Count – Email volunteers, help coordinate trainings, assemble volunteer packets, etc.

*Perform other duties as assigned.*

### **Preferred Qualifications**

- 2-5 years' experience
- Able to multi-task
- Positive “can do” attitude
- Demonstrated timeliness, attention to detail and self-motivation to deliver quality work
- Working knowledge of Microsoft Office Suite including Excel, Power Point, Outlook and WORD, MailChimp and Dropbox

**Reports To:** ECHO Chief Program Officer

**Hours:** 30-40 hrs

**Applicants should send cover letter and resume to Sharyn Malatok, ECHO Chief Program Officer at [sharynmalatok@austinecho.org](mailto:sharynmalatok@austinecho.org). Position open until filled; interviewing begins immediately.**