

POSITION DESCRIPTION: Administrative Assistant

The Howard County Autism Society seeks an Administrative Assistant to provide general administrative support to the HCAS Executive Director and Deputy Director in the areas of Programs, Development, Database Management and Volunteers. This is a part-time (20-25 hours/week), in-person position that provides flexibility in scheduling and the possible combination of in-person and remote work.

About the Howard County Autism Society (HCAS): HCAS strives to provide the Autism Community (individuals with Autism throughout the lifespan, family members, professionals and the greater community) in Howard County and the surrounding areas with information, support and advocacy. The organization promotes acceptance and inclusion of those with Autism, valuing the dignity and uniqueness of each individual, and works to improve the quality of and access to services, education and opportunities. As an employer, HCAS values racial equity and inclusive diversity so everyone can bring their full selves to work and have a place of belonging and growth.

FUNCTION: The Administrative Assistant works with other HCAS staff to

- Maintain the organization's day-to-day administrative operations
- Support HCAS programming and fundraising events
- Coordinate volunteers for programs and activities
- Records/maintains incoming call documentation to support marketing research

RESPONSIBILITIES:

Provide Support for Programming (Webinars, Social Events, Support Groups, Social Groups, etc.)

- Set up registration pages, send reminders and survey emails, and track attendance
- Prepare attendance reports and survey results for grant reporting
- Maintain the events calendar on the WordPress website
- Coordinate planning and communication with HCAS staff, committees and program facilitators
- For in-person events:
 - Reserve, set up and clean up the meeting space
 - Prepare materials and gather supplies
 - Set up and be prepared to operate basic A/V technology (hybrid, PPT, etc.)
- For webinars and virtual events:
 - Ensure Zoom meeting link is included in confirmation email and reminder email
 - Record attendance

Provide Support for Fundraising and Donor Development

- Maintain donor database (enter/update contact info; process sponsorships, grants)
- Prepare donations for remote deposit and entry into the Customer Relationship Management (CRM)



- Enter donations, sponsorships and grants into the CRM
- Generate donation reports and acknowledge donors on a regular basis by letter and/or email
- Download workplace giving donation reports and enter the donations into the CRM
- Provide administrative assistance with fundraising events as needed
 - File sponsor forms, update sponsor spreadsheet, and invoice sponsors as necessary
 - Collect contact information for acknowledgement letters (sponsors, in-kind donors)

Data Entry and Database Management

- Enter and update constituent information (member, donor, I&R, program participant, volunteer)
- Process transactions through the CRM (donations, event registrations, sponsorships)
- Update the online Provider Directory

Provide Support for Volunteer Management

- Recruit and supervise volunteers for programmed activities and social events as needed
- Process and Track Volunteer Forms, Skills and Hours in the CRM
- Recognize volunteers and their service throughout the year

PREFERRED QUALIFICATIONS:

- High School diploma required, some college or college degree a plus
- Strong organizational skills
- Experience with MS Office 365 (Word, Excel, PPT, Teams) and CRM/database systems (willing to provide training for the right candidate)
- Bilingual in English and Spanish a plus
- Familiarity with Autism and developmental disabilities
- Comfortable interacting with individuals in the Autism/disability community

TERMS OF EMPLOYMENT:

Hours: 20-25 hours a week (with some flexibility in schedule and in-person/remote work)

Pay Rate: \$18/hour

Benefits: The Howard County Autism Society does not offer health, dental or life insurance coverage, 401(k) benefits, or tuition reimbursement.

To Apply: Please send resume and cover letter to info@howard-autism.org by November 10, 2022

Target Start Date: December 2022