

## Democracy North Carolina Senior Administrative Assistant

Job Description

### Organization Overview

Democracy North Carolina (Democracy NC) works to strengthen democratic structures, build power in disenfranchised communities, and inspire confidence in a transformed political process that works for all. Through grassroots organizing, policy advocacy and research, and strategic communications, the nonpartisan organization aims to protect and advance voting access, ensure fair representation, and increase the participation of those historically underrepresented in the political process, especially people of color. For nearly 30 years, this 501(c)3 nonprofit (and its predecessor, Democracy South) has taken on powerful institutions and politicians, regardless of party, and promoted reforms that expand public involvement in civic life. Democracy NC works closely and in coalition with reform-minded local, state, and national partners to achieve the policy outcomes and grassroots participation necessary for a just and equitable democracy.

### Position Overview

The Senior Administrative Assistant reports to two Interim Co-Executive Directors, and is responsible for providing high-level administrative support to both of them. The Senior Administrative Assistant builds administrative capacity for the Co-Directors by facilitating clear lines of communication across teams, helping to manage their calendars, and maintaining internal organizational systems. The successful candidate will be highly responsible, detail-oriented, and professional.

### Responsibilities

#### Events/Calendaring

- Schedule staff meetings and send notifications, reminders, and agendas. Track attendance for staff meetings, program director meetings and Director's team meetings. Organize catering when necessary.
- Filter and prioritize calendars for Interim Co-Executive Directors; route and resolve information requests as needed.
- Compile, organize and document notes from staff meetings.
- Maintain Morrisville in-office, holiday and conference room calendar.
- Send doodle polls to schedule meetings for Interim Co-Executive Directors.
- Manage logistics and send agendas to external facilitators for organization meetings.

#### Board Administration

- Provide logistical support for board meetings, including taking notes, ordering lunch, and setting up/tearing down the conference room.
- Compile materials, distribute and collect forms.

- Take and format Board meeting minutes, send to the Board Chair for review, and keep the Board Google folder up to date.

#### Filing and Organizational Systems

- Maintain a file of all contractor agreements; organized by contract year/term.
- Maintain hard copy and softcopy of institutional grants by year.
- Organize the Google drive; archiving old items and improving the overall system of organization.
- Inventory materials (posters, swag, stationary) in storage closet; make list available to departments.

#### Software Subscriptions

- Track organization subscriptions (price, purpose, due dates) including Zoom, DocuSign, Slack, Adobe, EveryAction, WeathEngine, news sources, etc.
- Collaborate with the Comms Team to maintain filing system.
- Research utilization and advise on best plans.
- Set up a schedule for renewal to incorporate into the annual budget.

#### Other Administrative Duties

- Work with the phone system vendor to update the auto attendant, assign phone numbers and assist employees in setting up voicemail recording when needed.
- Answer the phone when the Accounting and Payroll Manager is unavailable. Answer questions or direct calls to appropriate staff person.

#### **Skills and Attributes**

- 3-5 years of experience supporting the administrative functions of an organization
- Highly organized, detail-oriented planner that anticipates needs, demonstrates the ability to take initiative, and is able to work both independently and collaboratively
- Strong verbal and written communication skills
- Ability to provide high-level administrative support and prioritize effectively in a fast-paced environment
- Resourceful problem solver who takes a proactive approach to meeting work objectives
- Technology savvy, knowledge of software and work platforms including Google Suite, Microsoft Office Suite, Zoom, and other technological skills necessary to perform the duties of the position
- Utmost respect for confidentiality of information and handling sensitive documents
- Administrative Assistant Certification, preferred

**Salary Range: \$48,000-\$54,000. Benefits include organization paid medical, dental, vision, telehealth and life insurance. Paid holidays and six weeks PTO. Opportunity to participate in the organization's retirement plan.**

#### **APPLICATION PROCESS**

Please send the following to [jobs@democracync.org](mailto:jobs@democracync.org) (no phone calls please):

- Place **Your Name** and **Sr. Administrative Assistant** in the subject line

- Cover letter with an overview of your professional background and interest in the position;
- Resume;
- Names and contact information for three references who can speak to your experience, skills.

*Democracy North Carolina is an equal opportunity employer committed to equity in the workplace. Our organization considers applicants equally of race, color, creed, religion, sex, national origin, disability, marital status, age, gender, gender identity, disability, sexual orientation, or prior record of arrest or conviction. We seek a workplace that reflects and respects the full range of the nation and state's diversity.*