

Administrative Assistant (Part-Time)

Reports To: Chief of Staff

With direct support responsibilities for the President and senior leadership team

Schedule: Part-Time, ~20 hours per week

About the Role

We are seeking a highly organized and proactive Administrative Assistant to support our President and senior leadership team. This part-time role provides essential administrative support—scheduling, filing, coordinating meeting logistics, and preparing materials—while also offering opportunities to strengthen organizational effectiveness, team culture, and relationship management.

Key Responsibilities

Administrative Support

- Provide scheduling support for the President and senior team.
- Maintain organized files and records, both digital and paper.
- Become familiar with the organization's shared drive and digital filing systems in order to research and retrieve information and produce other materials of importance to the senior leadership team.
- Support email and communication management, including drafting and formatting correspondence.

Meeting Support

- Help prepare meeting materials; coordinate logistics (including meals/refreshments), and track RSVPs.
- Track the purpose, outcomes, and effectiveness of key meetings ("meeting ROI").
- Monitor follow-up items, track deadlines, and ensure action steps move forward.
- Upload documents and materials into Board Spot, our Board and committee management platform, as requested.

Project & Culture Support

- Provide project support and follow up on leadership initiatives.
- Use Microsoft Teams and shared tools to track to-do lists, monitor progress, and provide updates on leadership initiatives.
- Monitor follow-up items, track deadlines, and ensure action steps move forward.
- Input meeting/tour notes into Neon, our CRM system.

- Support donor and volunteer engagement by maintaining notes on interactions, birthdays, anniversaries, and preferences, and coordinating thoughtful gestures such as sending flowers or cards.

What We're Looking For

- Previous administrative or executive support experience preferred.
- Strong organizational and communication skills.
- Proficiency with Microsoft Office and Google Workspace.
- Professionalism, discretion, and adaptability.
- A collaborative team player who can also work independently.

Schedule & Compensation

This is a part-time position averaging 20 hours per week, with flexibility and availability during regular business hours. Compensation is \$18–\$22 per hour, commensurate with experience.

Why Join AI Sigl?

As part of AI Sigl Community, you'll do more than provide administrative support—you'll help advance a mission that serves children and adults with special needs. You'll be joining a mission-focused team where your work makes a daily difference and helps strengthen the impact of our President and senior leadership team.