

Administrative Assistant (Part-Time)

Reports To: Chief of Staff

Provides administrative support to: President and Senior Leadership Team

Schedule: Part-Time, ~20 hours per week

About the Role

We are seeking a highly organized, proactive and relationship-oriented Administrative Assistant to support the President and senior leadership team. This role is ideal for someone who enjoys creating order, anticipating needs, and helping leaders stay focused on the organization's mission. The successful candidate will serve as a trusted administrative partner who keeps projects moving, meetings organized, and important relationships cared for.

Key Responsibilities

Executive & Administrative Support

- Provide scheduling support for the President and senior leadership 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 team.
- Assist with email and communication management, including drafting, formatting, and organizing correspondence.
- Maintain weekly records related to capital budgets, fleet/vehicle information, grounds equipment, and work order systems.

Meeting & Leadership Support

- Help prepare meeting materials and coordinate logistics, including room setup, meals, refreshments, and RSVP tracking.
- Upload agendas, reports, and supporting documents into BoardSpot, our Board and committee management platform.
- Track meeting outcomes, action items, deadlines, and follow-up tasks to help initiatives move forward effectively.
- Support leadership initiatives through project coordination, progress tracking, and regular updates using Microsoft Teams and shared tools.

Relationship & Culture Support

- Support donor and volunteer engagement by maintaining notes on interactions, birthdays, anniversaries, and preferences, and coordinating thoughtful gestures such as sending flowers or cards.
- Assist with research projects and special initiatives.
- Serve as a welcoming backup receptionist or building greeter when needed.

What We're Looking For

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

Schedule & Compensation

This is a part-time position averaging approximately 20 hours per week, with flexibility and availability during regular business hours.

Compensation: \$18–\$22 per hour, commensurate with experience.

Why Join Al Sigl?

As part of Al 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 will 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.