

FACES & VOICES OF RECOVERY

ADMINISTRATIVE ASSISTANT

Faces & Voices of Recovery, a national organization working to support alcohol and drug addiction recovery issues, has an immediate opening for a full-time Administrative Assistant. We are looking for someone who is self-motivated and can work at times with minimal direction. The candidate must be able to work well in a small, fast-paced environment and be willing to complete a wide variety of tasks. Attention to detail, ability to juggle many tasks with accuracy and speed, prioritize and meet deadlines required. The Administrative Assistant will be supervised by the Program and Development Officer.

Job Description:

1. Office Assistance and Administration
 - Assist Program and Development Officer to manage small office, maintain computer systems, office equipment, phones, and supplies inventory
 - Handle administrative logistics for meetings and events; coordinate large mailings; respond to various phone and email inquiries and other duties as assigned
 - Filing
 - Regularly process and mail merchandise orders
2. Membership Management
 - Maintain the Fundraiser Software Database through regularly updating data and data entry
 - Update and enter email addresses in multiple listservs
 - Process membership application forms
 - i. track and process membership dues
 - ii. send confirmation letters
 - iii. enter membership data
 - iv. send benefits

Qualifications:

1. Computer Skills
 - Strong Microsoft Word, Outlook, PowerPoint, Publisher, Access and Excel
 - Experience with database software
 - Internet research skills a plus
2. Associate (AA) or equivalent administrative assistant experience
3. Excellent interpersonal, organizational and oral communication skills

Salary: \$28,000 with generous leave and health benefits. Faces & Voices of Recovery is an Equal Opportunity Employer.

How to apply

Interested candidates should email a resume, cover letter and three references with the subject line, "Administrative Assistant" by May 1, 2007 to info@facesandvoicesofrecovery.org

Faces & Voices of Recovery
1010 Vermont Ave., NW #708
Washington, DC 20005
Phone: 202-737-0690