



## **NJTL of Trenton seeks an Administrative Assistant/Fundraising Coordinator: Full Time Position**

The Administrative Assistant/Fundraising Coordinator provides support for the Executive Director, the Board of Directors, and certain Committees. The Administrative Assistant/Fundraising Coordinator provides a high level of professionalism and customer service when dealing with a diverse group of internal and external contacts at all levels of the organization. This individual is the primary support person for the Executive Director.

The person in this position handles confidential and non-routine information on a regular basis. Must be actively engaged in the mission of NJTLT and willing to serve NJTLT families, constituents, donors, funders, and community partners.

### **Responsibilities:**

- Manage the Executive Director's calendar, arrange meetings, and maintain a constituent database record of their contacts and correspondence.
- Serve as the liaison to the Board and Committees including preparing all documents for meetings, maintaining relationships with Board and Committee Members, and planning meetings and events.
- Must maintain confidentiality and the ability to handle sensitive information with a high level of discretion.
- Serve as a partner in building NJTLT's external profile in the representation of the youth the organization serves.
- Work with the Executive Director on fundraising duties and program issues. • Assist the Executive Director with correspondence, power-point presentations and other materials as needed; edit, proofread, and format documents.
- Track expenses, prepare expense reports and invoices in an accurate and timely manner. • Screen calls and take messages; Organize and prioritize information and calls.
- Sort and distribute mail. Keep files.
- Respond to regularly occurring requests for information; Draft written responses or replies by phone or email when necessary.
- Prepare meeting materials and take minutes/notes as requested.
- Prepare all acknowledgement correspondence for donors and funding sources with the exception of signatures.
- Responsible for the accuracy and clarity of final copies and reports.

- Coordinate special events in tandem with the Executive Director and Staff.
- Other duties as assigned.

Required Knowledge To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability, and environmental conditions required.

- Unvaccinated staff must submit a COVID-19 test once per week
- Understand and support the mission of NJTLT.
- Two or more years of experience working directly with a CEO or Executive Director in a non-profit setting with attention to being personable and welcoming.
- Candidates should have a minimum of an Associate's Degree in Business Administration, Management or a related field.
- Skilled at effectively presenting information and responding to questions.
- Detailed-orientated.
- Able to handle multiple projects/tasks simultaneously while meeting deadlines and work in a minimally supervised environment.
- Computer skills including word processing, spreadsheets, databases, internet and the ability to learn new software programs as needed.
- Proficient with Word, Excel, PowerPoint and Outlook as minimum.
- Exceptional people skills and interpersonal skills with individuals and teams.
- Effective verbal and written communication skills.
- Multilingual (Spanish preferred but not required)
- Strong work ethic and time management skills.
- Ability to meet deadlines.
- Confidentiality, integrity, results-driven and problem solving abilities.
- Ability to work independently and to function as a member of a small staff.

Submit cover letter of intent and resume as attachments to [bloonie@njtloftrenton.org](mailto:bloonie@njtloftrenton.org).