ADMINISTRATIVE ASSISTANT

DEPARTMENT: Executive Affairs

POSITION: Administrative Assistant

REPORTS TO: President and Chief Executive Officer

CLASSIFICATION: Part Time

COMPENSATION: $20 per hour

The International Association of Blacks in Dance preserves and promotes dance by people of African ancestry or origin, and assists and increases opportunities for artists in advocacy, audience development, education, funding, networking, performance, philosophical dialogue, and touring. For more information, please visit www.iabdassociation.org.

POSITION SUMMARY

The International Association of Blacks in Dance (IABD) is seeking an organized, responsible, detailed oriented individual for a Part-Time administrative assistant position. The Administrative Assistant is responsible for working with the President and Chief Executive Officer in handling a diverse and complex set of administrative tasks including answering/returning phone calls, scheduling meetings, supporting IABD Team members. The ability to multi-task, focus on detail and professionally communicate with various internal and external constituents is essential. This position will be based in the Washington, D.C. area once the organization returns from the remote work environment.

RESPONSIBILITIES

• Organize and schedule appointments and meetings
• Produce and distribute correspondence memos, letters, forms, etc.
• Assist in the preparation of regularly scheduled reports
• Book travel arrangements for senior level management
• Handle multiple projects
• Maintain supplies and equipment inventories, ensure operation of equipment, placing and expediting orders
• Carry out administrative duties such as filing, typing, copying, scanning, etc.
• Maintain computer and manual filing systems
• Other responsibilities as required.

EDUCATION AND EXPERIENCE

• High School diploma or equivalent; college degree preferred
• Four to Five years’ experience in the field or in a related area
• Proficiency in Microsoft Office and Google applications
• Ability or capacity to learn Association Management Software

PROFESSIONAL COMPETENCIES

• Excellent written and verbal communication skills including writing, editing, proofreading, and grammar skills required
• Excellent interpersonal skills, tact and diplomacy
• Well-developed organizational and time management skills
• Dependable
• Ability to work effectively both independently and in a team environment
• Respect for and adherence to confidentiality
• Well-developed customer service orientation
• Strong attention to detail and follow-through
• Creativity, resourcefulness, and strong problem-solving skills
• Ability to prioritize and multitask with little supervision
• Deadline and detail-oriented, managing processes, research and reporting
• Exhibits the ability to work effectively in a fast-paced, high-energy environment
• Fully participates in special activities of the organization
• Willingness to travel 2-3 times, per year
• Availability to work occasional evenings and weekends

If you have the qualifications above, we would love to meet you. For consideration, please submit your resume, cover letter, and salary requirements to contact@iabdassociation.org.

NOTE: Phone calls and emails to staff regarding this job posting are not accepted. Please visit our website at www.iabdassociation.org

Denise Saunders Thompson
President and CEO
The International Association of Blacks in Dance
8730 Georgia Avenue, Suite 606
Silver Spring, MD 20910

IABD is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, protected veteran status, gender identity or any other factor protected by applicable federal, state, or local laws.