

**Posted:** 2/20/13

## **ASAP Job Posting: Operations Assistant**

**Due to the volume of applications we receive, we are unable to respond to all applicants. Please do not call or come by the office.**

### **General Function:**

The Operations Assistant will provide support to the operations team of ASAP which is responsible for the smooth and efficient functioning and management of human resources, fundraising, finances, office organization, technology and Board related activities. This position will focus on supporting financial and grants management.

### **Primary Activities:**

- Data entry, compilation and management including financial entry in Quickbooks and data entry in the Salesforce database
- Grant report preparation, grant data and grant calendar management
- Copying and printing materials
- Support and participate in organizational planning and metrics compilation for operations performance
- Logistical arrangements (scheduling meetings, travel arrangements)
- Filing and document organization and maintenance including grant archiving and document retention compliance
- Meeting minutes and notes transcription
- Contract coordination and W-9 management
- General administrative tasks and clerical support as needed

### **Knowledge, Skills, & Experience**

- Non-profit and grant related experience required, experience with government grants a plus
- Two year degree with work experience or five years related work experience preferred.
- Experience with Quickbooks preferred, Quickbooks Online a plus
- Clear, effective and demonstrable oral and written communication skills
- Strong interpersonal, problem solving, proofreading, customer service and relationship building abilities
- Strong organizational and record-keeping skills that can handle multiple, high priority projects with a keen attention to detail
- Professional, energetic and motivated team player
- Proficiency in office software
- Discretion in dealing with confidential information

**Compensation:** Commensurate with experience. This position includes benefits.

**TO APPLY:**

Applications only accepted by email. Please do not call or come by the office.

Email to: [jobs@asapconnections.org](mailto:jobs@asapconnections.org)

Subject line: **2013 Operations Assistant**

Attachments:

Cover letter

Resume

Three references

Equal Employment Opportunity Form

If possible, please submit documentation in PDF format.

**The closing date for applications for this position is March 15, 2013.**

**FLSA classification:** Non-exempt, full-time position

**Equal Opportunity Employer**

ASAP's board-adopted policy prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status. We actively solicit participation from all ethnic and racial backgrounds. This job description is simply a description of the position and its normal duties. It is in no way intended to serve as any form of contract.