Open Position: NCServes Administrative Assistant
Raleigh, North Carolina

The USO of North Carolina, Inc., a nonprofit 501(c)(3) organization whose mission is to strengthen America's service members and their families by connecting them to family, home and country, is accepting applications for the position of NCServes Administrative Assistant.

The position is non-exempt, full time. Working conditions are normal office environment with frequent exposure to offsite events and activities. Light work. Up to 30% travel (local).

JOB REQUIREMENTS:

- Ability to manage time and resources effectively, to use time and resources productively, maximize efficiency, and meet challenging work goals in a team environment
- This position carries FLSA status of non-exempt, full time. Normal hours of work are Monday through Friday, 9:00AM to 5:00PM with occasional work on weekends, holidays and other times as needed
- Excellent interpersonal skills and the ability to understand and communicate with individuals in the United States Armed Forces, veterans and their families
- Excellent written, oral, and public speaking skills with ability to interact well with the public and clearly articulate the USO of NC mission
- Excellent computer skills in Microsoft Office applications to include Word, Excel, Outlook, PowerPoint and Publisher as well as Google Docs
- Exceptional work ethic, experience in a professional setting, with high level of exposure in an environment requiring confidentiality
- Highly organized, detail-oriented, accountable, flexible, and self-motivated with the ability to manage multiple tasks and remain calm in a fast-paced, changing environment
- Must possess good judgment and be able to work independently and as a team member while keeping supervisor informed
- Must be high energy, possess a can-do spirit and be service and mission oriented
- Work requires walking, standing, sitting, lifting, reaching, stooping, bending, pushing, and pulling. Must be able to lift and support the weight of 50 pounds
- Ability to access DoD installations with proper ID
- Valid driver's license and access to reliable transportation is required

SPECIFIC RESPONSIBILITIES INCLUDE:

- Assist the NCServes Director in ensuring that all NCServes events are planned and organized effectively.
- Support the NCServes Director in arranging meetings and events including attendee accommodations (including food, hotels, venue, etc.), working with the Communications Director to develop marketing materials and distributing the materials, and managing the calendar of the NCServes Director.
- Ensure that all expenses stay within the annual NCServes budget.
- Build and maintain relationships with local venders including hotels, catering, venues, etc.
- Serve as administrative support to NCServes staff as needed, including but not limited to, supporting case management, communicating with providers, and attending events.
- Monitor NCServes calendar and ensure that required deadlines are met.
- Assist the NCServes Director with ongoing, consistent communication, marketing activities and provider engagement.
- Manage the planning, development, and implementation of Community of Practice activities and projects.
- Assist in gathering in-kind and monetary contributions to support NCServes as needed.
- Ensure that all USO of North Carolina services, policies and procedures are followed.
- Maintain secure, up-to-date and organized records.
- Keep up to date on veteran issues and topics.
- Perform other duties as assigned.

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Preferred Qualifications and Requirements:

- Minimum of 3-5 years administrative experience
- Minimum of 3 years familiarity with the military community
- Previous experience in working with nonprofits a plus
- Event coordination experience helpful
- Exemplary customer service skills, interpersonal, organizational and telephone skills. Ability to prioritize tasks
- Ability to work as both part of a team and independently on specific projects as required
- Strong proponent of USO of NC's mission of supporting military personnel, veterans, and their families
- Ability to lift 50 lbs.

Additional Information:

- $30,000.00 to $32,0000.00 salary annually dependent upon qualifications and experience.
- Health Benefits, Vision Care, Dental, Short & Long Term Disability

Send resume with cover letter to kwilloughby@uso-nc.org. NOTE: All applicants must have their cover letter and resume submitted by February 14th, 2019. Only emailed applications will be considered. NO PHONE CALLS PLEASE.