

## JOB DESCRIPTION, JOB RESPONSIBILITIES, AND JOB REQUIREMENTS

Title: **Administrative Assistant**

Job Description:

The Barbara Lee Family Foundation (BLFF) and the Lee Family Office (LFO) seek a highly competent Administrative Assistant to help support a small office and the work of a dynamic and creative Principal.

Candidates must have experience working in an office setting and a strong desire to do administrative work. An interest in social activism, women's issues, and politics is preferred. This position is member of the Lee Family Office Administrative Team and reports to the Office Manager.

Organizational description:

The BLFF supports progressive initiatives in two primary program areas: women in politics and contemporary art. The LFO manages administrative functions for Barbara Lee.

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### **JOB RESPONSIBILITIES**

1. Communications
  - Answer office telephones as primary contact in a prompt and professional manner; direct calls to appropriate staff members.
  - Greet guests and delivery persons in a warm and professional manner.
  - Deliver outgoing mail/packages to post office and FedEx on a daily basis.
2. Equipment / Building Management
  - Assist with maintenance of office phone system.
  - Coordinate office recycling.
  - Monitor and maintain cleanliness of common areas and kitchen.
  - Manage inventory of office supplies.
3. Organization and Administration
  - Oversee production of mass mailings for LFO.
  - Coordinate and manage off-site filing system.
  - Data entry, as necessary.
  - Perform other office administration tasks, i.e., printing, filing, faxing, shredding.
  - Perform phone and internet research, as needed.
  - Administer hiring exercises to interviewees and prospective interns.
4. Other
  - Provide Office Manager with expense verification of vendor information, when needed.
  - Participate in and/or direct special projects as directed by the Office Manager or the Director of Finance and Administration
  - Order food for catered Administrative Team and office meetings.
  - Purchase select gifts, as directed by the Director of Finance and Administration or Principal.

- Run personal and office errands, as needed.
- Participate in Administrative Team duties, as directed by the Director of Finance and Administration.

### **Job Requirements**

Qualifications:

- Bachelor's Degree strongly preferred.
- Demonstrated experience in administrative role in a small office setting.
- Command of Microsoft Word, Excel, Outlook, and Access. Database skills highly preferred.
- Extremely organized and detail oriented, with ability to problem solve and think logically.
- Flexibility and ability to embrace change.
- Outstanding written and oral communication skills.
- Excellent Internet research skills.
- Mature, discreet, and able to maintain confidentiality.
- Interest in women's leadership and political participation preferred.

### **Salary and Benefits**

Salary is commensurate with experience. Benefits include health and dental insurance, paid vacation, sick and personal days, as well as paid holidays, and a 401(k) plan.

### **To Apply**

Send resume, cover letter, and list of references to:

Amanda Cone  
Office Manager  
acone@barbaralee.com  
Lee Family Office  
131 Mt. Auburn St., Suite 3  
Cambridge, MA 02138