



*Society for History and Racial Equity*

*Celebrating Black History. Eliminating Racism.*

## **OFFICE ASSISTANT JOB DESCRIPTION**

### **Position Reports to Executive Director**

**Summary:** The Office Assistant will perform a variety of tasks, depending on project deadlines in the SHARE office. This will include answering phones and other administrative tasks as assigned by the executive director.

### **Essential duties and Responsibilities:**

- Reception
- Organization and maintenance of files
- Maintenance of office space
- Other duties involved with coordination of special events

### **Requirements:**

- Excellent communication skills
- Excellent computer skills
- Must present a professional appearance and a friendly manner
- Must be dependable and punctual
- Be courteous and personable when dealing with the public
- Be detail-oriented, self-directed, willing to take initiative
- Respect and maintain confidentiality of SHARE board, volunteers, partners and donors

### **Schedule**

- Must be available 10 to 15 hours per week on specified days

### **Ideal position for a retired secretary or administrative assistant.**

Interested candidates should submit cover letter and resume to [info@sharekazoo.org](mailto:info@sharekazoo.org).

Application deadline is January 30, 2016.