



The Administrative Assistant is responsible for providing support to The Descendants Project staff and leadership in the management and organization of various administrative tasks as listed and those that emerge in response to the organization's needs.

Administrative Assistant

General Office Support:

- Manage and distribute incoming and outgoing mail.
- Make photocopies and scans as required.
- Take notes during meetings and assist with documentation and follow-ups.
- Ensure the office is well-supplied with necessary materials (e.g., office supplies, printer paper).
- Assist in organizing and maintaining office files, both electronic and paper.
- Making travel arrangements for staff
- Assist with processing employee payments and timesheets.
- Support HR functions, including updating employee records, benefits administration, and other HR-related documentation.
- Onboarding supplies and check-list to support the orientation to office procedures for new employees.

Internal Communications

- Maintain and supervise cleaning schedule
- Update calendar with site disruptions (i.e. maintenance, filming, cleaning crew, etc.)
- Ensure that office equipment and facilities are functioning properly and request repairs or replacements as needed to Facilities Manager
- Help maintain a clean and safe office environment and report any safety hazards to the appropriate department or personnel.

Qualifications:

- High School Diploma or Equivalent
- 2+ years of administrative experience in an office environment.
- Strong organizational skills, attention to detail, and proficiency in office software applications.
- Flexibility to adapt as new tasks and responsibilities emerge relevant to the role.

Hours and Pay:

- 30-35 Hours per week depending on events and/or programs
- \$35,000 annually

Resume and Cover Letter should Be Submitted to info@thedescendantsproject.org by February 21st.