

Administrative Assistant

Job description

POSITION SUMMARY

The Administrative Assistant provides comprehensive administrative and operational support to the Chief Operating Officer (COO) and assigned departments. This position also provides support, as assigned, to the Communications Manager, Senior Executive Assistant to the CEO, Six Oaks Cemetery operations, and various committees. The role requires a highly organized, detail-oriented professional who can manage multiple priorities, maintain confidentiality, and support a dynamic, mission-driven organization.

REPORTING RELATIONSHIP

This position reports directly to the Chief Operating Officer (COO).

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are representative of the work performed in this classification and are not intended to be all-inclusive.

Administrative Support

- Provide comprehensive administrative support to the Chief Operating Officer (COO).
- Provide administrative support, as assigned, to the Communications Manager.
- Assist the Senior Executive Assistant to the CEO as needed and during absences.
- Manage calendars, schedule meetings, coordinate appointments, and arrange logistics.
- Prepare, proofread, and edit correspondence, reports, presentations, and other documents.
- Maintain files and records in accordance with CSA and departmental standards.
- Handle confidential and sensitive information with discretion and professionalism.

Project and Program Support

- Assist in the planning, coordination, and execution of special projects and initiatives.
- Support the planning, coordination, and communication of community events held in The Sea Pines Forest Preserve, Six Oaks Cemetery, and CSA, as assigned.
- Conduct research, compile data, and prepare summary materials as requested.
- Collaborate with leadership and staff to track progress and support timely completion of projects.

Committee and Meeting Coordination

- Provide administrative support to committees, as assigned.
- Organize and prepare for committee and staff meetings, including drafting agendas, preparing and distributing materials, managing attendance, and recording minutes.
- Track and follow up on action items to support timely completion.

Six Oaks Cemetery Support

- Provide administrative support to Six Oaks Cemetery operations, as assigned.
- Assist with correspondence, scheduling, recordkeeping, and coordination related to cemetery operations and activities.

QUALIFICATIONS AND EXPERIENCE

- Proven experience as an Administrative Assistant or in a comparable administrative support role.
- Strong organizational skills with the ability to manage multiple priorities and deadlines.
- Excellent written and verbal communication skills.
- Demonstrated ability to exercise sound judgment and maintain confidentiality.
- Strong interpersonal skills and the ability to work effectively with staff, volunteers, and the public.

EDUCATION AND TECHNICAL SKILLS

- Bachelor's degree or equivalent combination of education and relevant experience preferred.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant office software.
- Content creation, editing, and document formatting skills.

WORKING CONDITIONS AND EXPECTATIONS

- Ability to multitask in a fast-paced environment.
- Flexibility to support meetings or events outside of normal business hours, as required.
- Commitment to CSA policies, procedures, and standards of professional conduct.

EOE

Drug Free Workplace