



Position Title: Administrative Assistant

Position Location: East Point, GA.

Position Summary: Performs a range of administrative and clerical support in a small office setting with 6-8 staff.

Essential Job Function:

- Work closely with the Executive Assistant to streamline facility/operations of the administrative office.
- Support key staff & functions in administrative office.
- Open the office on a daily basis. Work hours will be 8:30am-5:30pm, Monday-Friday.
- Answer a high volume of telephone calls and walk-ins in a friendly and helpful manner.
- Assist membership with general information or route to the appropriate field office.
- Perform administrative type duties (i.e. typing, filing, voicemail, fulfill travel request, ordering supplies, copying, sorting/distributing mail, billing/invoicing, program folder maintenance, general email correspondence, etc.) as requested by immediate supervisor.
- Update and maintain organizations social media.
- Process monthly FSC/LAF membership registration forms and maintain active membership database.

- Assist with planning of the Annual Meeting in Birmingham, Alabama (i.e. Assist with registration, seating, hotel rooming list, registration/sponsorship correspondence).
- Must be able to attend and work the organization's 50th Anniversary in Birmingham and Epes, Alabama on August 17-19, 2017. Details to follow.

Essential Skills and Experience

- Ability to work in a fast-paced environment and adapt as needed.
- High proficiency in computer hardware and software, with experience in MS Windows, Microsoft Word, Microsoft Excel, Microsoft Outlook and Lotus.
- Must be able to write memorandums, letters and other correspondences effectively.
- Effective communication with our membership as well as executive staff as needed.
- 3 years minimum of back office experience preferred.
- Must have event planning experience.
- Must have a professional appearance.
- Must be able to travel as needed for state conferences and staff meeting.
- Excellent communication skills.
- Must be able to maintain confidentiality.
- Must be a fast learner, have the ability to multi-task and work independently in a timely manner.
- Must have reliable transportation.
- Must have a high school diploma.
- Must have a valid driver's license.

Please submit resumes along with salary requirements to info@federation.coop

**Federation of Southern Cooperatives/Land Assistance Fund
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