

Administrative Assistant

TransCen, Inc. is a 501(c)(3) organization that is dedicated to improving education and employment success of youth and young adults with disabilities. We are a small, but impactful organization consisting of go-getters and innovators who are determined to make a positive change!

We are looking for a mission driven Administrative Assistant to provide administrative support in a well-organized and timely manner. In this role, you will be working out of our headquarters in Rockville, MD (by the Twinbrook Metro). Although you will be reporting to the Operations Manager, you will also be working across teams and projects, as well as independently.

Reports to

Operations Manager

Weekly Hours Worked

30 hours with the possibility of increasing to 40 hours

Requirements

Technical

- Excellent knowledge of Windows, MS Office, Adobe PDF and Google Suite
- Full comprehension of office management systems and procedures
- Ability to format and prepare information for internal and external communication – memos, emails, presentations, reports and briefs
- Up-to-date with advancements in office gadgets and applications
- Develop and carry out an efficient records, documentation and filing system
- Assist in preparing for meetings, webinars and appointments
- Using computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research
- Monitor office supplies and research advantageous deals or suppliers
- Mailings – shipping, opening, sorting, and distributing
- Reading and analyzing incoming memos, submissions, and distributing them as needed

Other

- Ability to time manage, multitask and prioritize workload

- Excellent organizational skills
- High level verbal and written communications skills
- Discretion and confidentiality
- Answering phones and routing calls to the correct person or taking messages
- Greet and assist visitors
- Maintain polite and professional communication via phone, e-mail, and mail
- Anticipate the needs of others in order to ensure their seamless and positive experience

Major BONUS Points If You Have...

- Knowledge of document accessibility (Word, PowerPoint and PDF)
- Experience with providing accommodations and communicating with people with disabilities
- Familiarity with social media
- Knowledge of LMS platforms
- Can design and format emails via Constant Contact
- Fundraising experience – online campaigns and in-person events
- An understanding of the non-profit world
- A passion for improving employment outcomes for people with disabilities
- Used Zoom and GoToWebinar
- Experience working with remote teams

Education and Experience Requirements

- At least 5 years of administrative assistant work experience
- High school diploma or equivalent education required

Perks in Working for Us!

- Medical, dental and vision benefits
- Retirement contribution
- Group life insurance
- Parking included
- Generous vacation and sick leave
- You can bring your dog to work!

To apply, please send a cover letter and your resume to hr@transcen.org.

TransCen is an equal opportunity employer. Women, minorities, people with disabilities and veterans are strongly encouraged to apply.