

Administrative Assistant

Memphis Oral School for the Deaf

Organization

Memphis Oral School for the Deaf is a non-profit organization with the mission to Empower Deaf Children to Listen, Learn and Talk. MOSD is an auditory/oral program focusing on developing listening and spoken language skills in young children who are deaf and hard of hearing.

Position Overview

The Administrative Assistant provides support to MOSD employees and, in particular, to the Executive Director, Educational Services Director and Board of Directors. This position supports a member-driven organization, and through this support enables other staff members to deliver on the mission of the organization. Candidate must be dependable, trustworthy, and able to maintain confidentiality at all times.

Skills and Experience

- Proficient with Microsoft Office, Excel, Publisher and Google Docs
- Strong written and oral communication skills
- Ability to work independently
- Experience with non-profit organization management and project management
- Experience managing volunteer relationships for school and fundraising events
- Experience with accounting procedures, documentation, and donor management
- Great customer service- personable and professional
- Excellent at multitasking and time management skills

Work Schedule

Monday-Thursday, 8 a.m. -4:30 p.m. Central Time, and Fridays 8 a.m.-3:30 p.m. during the school calendar year; Flexible hours during school breaks. Mandatory attendance at fundraising events (some evenings and weekends)

Essential Job Functions

- Maintain organization documents, records, and up-to-date donor and client lists
- Prepare intake forms/documents for patients
- Serve as initial point of contact; answer phone and greet visitors
- Collate and distribute mail, organize bills and revenue
- Document all cash, check, credit card income, both physically and electronically
- Maintain updated staff record sheets and update classroom rosters/student information
- Prepare communications, such as invoices, donor acknowledgement letters, reports, etc.
- Prepare board reports to send monthly to board members
- Maintain organized filing systems, both electronic and physical
- Track deadlines for license renewals and certifications to ensure compliance (DOE, State Systems, Johnson Controls, etc)
- Maintain organized work room; monitor supplies inventory (office and educational)
- Collaborate with Development Director to assist with fundraising needs and communications

- Collaborate with Educational Services Director to assist with mailings and communications related to school programs
- Collaborate with Billing Manager for patient billing-related issues/questions
- Collaborate closely with Business Operations Director for all revenue/expenses
- Collaborate daily with Executive Director for ongoing needs
- Additional duties to include addressing building maintenance issues, fundraising events, etc.
- Candidate expected to make decisive decisions daily in the best interest of MOSD and the Executive Director.