



Administrative Assistant

The Austin Diaper Bank is committed to helping families in Central Texas who need diapers, wipes, and period supplies. We distribute over 1,200,000 diapers and 300,000 period supplies each year to our partner agencies and are looking for a full-time Administrative Assistant to join our team.

In this full-time role, qualified applicants are required to hold standard office hours each week at the Austin Diaper Bank. Strong preference is given for someone who is bi-lingual and eager to apply their organizational and time management skills in a non-profit environment.

Essential Duties and Responsibilities

- Manage day to day operational needs within the office, phones, email communications, coordination of diaper drop-offs and being the front staff to greet visitors.
- Perform administrative work such as monthly reporting, filing, sorting, and distributing mail; assisting with the preparation of correspondence for management.
- Light bookkeeping tasks including donation processing, recording income and expenses, bank deposits, and creating invoices, updating partner accounts and other items as needed.
- Oversee data collection and data entry for programs and development.
- Manage social media and create monthly and quarterly social campaigns that align with the needs of the diaper bank; Facebook, Twitter and Instagram.
- Assist the Development team with solicitation mailings, thank you notes and donor communications.
- Assist the Programming team with group volunteers, scheduling and leading groups as needed.
- Participate actively in the planning and execution of organization events and fundraisers
- Support the Executive Director and other staff as needed with mailers, outreach, inventory and tasks as needed.

Qualifications

- 1 to 3 years of relevant work experience. Non-profit experience a plus.
- Bilingual preferred
- Proficiency with database administration, Office, Google Drive, and other software programs.
- Attention to detail and problem-solving skills and ability to meet deadlines.
- Demonstrated excellence in organizational, time management and communication skills.
- Proven to work independently, collaboratively, and under pressure; set goals, resolve problems, prioritize and make decisions with a positive attitude and proactive approach.

Details

Full-Time at the Austin Diaper Bank

Paid Holidays, health, dental and vision insurance plan.

Salary: \$40,000 to \$43,000 per year.

Please send resume and cover letter with the subject line Administrative Assistant to: Holly McDaniel, hollymcdaniel@austindiapers.org.