

THE PAST FOUNDATION

access through innovation

Administrative Assistant Posting

Type: Part time employment

Salary: \$15.00 per hour

Hours: 7am-1pm *OR* 1pm-6pm

Job Details:

Are you ready to innovate? Do you want to apply your skills and develop new ones as a member of the PAST Tribe? The PAST Foundation is seeking motivated, reliable and flexible Administrative Assistants to support our work in transforming the educational landscape.

Responsibilities:

The Administrative Assistant will perform a variety of clerical and administrative support responsibilities, including but not limited to the following:

- Ordering and managing PAST Innovation Lab facility supplies
- Maintaining the facility check in and digital log
- Greeting visitors entering the building
- Receiving packages and mail
- Answering the main phone line and directing calls accordingly
- Managing and maintaining the PAST Foundation's Customer Relationship Management list (CRM) Collaborating with the PAST Marketing team to create and execute email marketing campaigns for the organization

Required Skills/Abilities:

- Verbal and written communication skills
- Interpersonal and customer service skills
- Organizational skills and attention to detail
- Time management skills with a proven ability to meet deadlines
- Analytical and problem-solving skills
- Ability to prioritize tasks
- Ability to function well in a high-paced environment
- Proficiency with Microsoft Office Suite or related software

Education and Experience:

High school diploma or equivalent at a minimum
Related experience required

Physical Requirements:

Prolonged periods of sitting at a desk and working on a computer
Must be able to lift up to 15 pounds at times

To Apply:

Please submit resume, cover letter and references using the link below:

[Application link](#)