

Administrative Assistant

Helping Individuals Succeed (H.I.S.) Agency Detroit, MI

Organization Background: Helping Individuals Succeed Agency is an organization that provides training for youth and their families in the areas of life-skills, college and career preparation, literacy, and entrepreneurship. Our comprehensive school-based programs combine activities and learning to help build the knowledge and skills children need to succeed, both in school and in life. **H.I.S.** has been serving youth ages 8-18 since August 2004 and recently incorporated training for adults. We have mentored over 2,000 youth since our inception and our goal is to reach 1,000,000+.

The Position: The position is responsible for providing administrative support to the two senior level staff members. The ideal candidate is a self-starter, entrepreneurial, high energy, works well in a team setting and is goal oriented. We are looking for a person that has a strong affinity for our mission and is interested in making a multi-year commitment to help the office succeed in our mission.

Responsibilities:

- Provide general administrative and clerical support for daily operations.
- Correspondence for development and program staff (Thank you notes, initial letters).
- Assist in the coordination and implementation of electronic communication.
- Work with Marketing Director and Director of Programs to coordinate staff management systems including: team meetings, office management, birthdays and recognition of team and board members, national conferences and meetings, and more.
- Coordinate meetings for two Executives with donors and key stakeholders.
- Participate in local program, strategy, and regular staff meetings, as needed.
- Assist with public relations (marketing and media) for key events and programs. Answer and serve as clearinghouse for phone calls, e-mails, faxes and mail, send appropriate thank you letters and introduction letters within 24-48 hours of contact request.
- Assistance and coordination of all major event logistics including fundraising events, annual conference, and more.

- Lead contact for all H.I.S. Agency vendors (building staff, telephone, etc.).
- Data entry and updating of all major mailing lists including development, programs and newsletters
- Management, recruitment and support services of temps and summer internship programs.
- Other duties as assigned.

Experience and Education:

- Bachelor's degree required.
- Minimum of 3-7 years relevant experience.
- Familiarity with building and enhancing relationships with corporations and foundations.
- Team-oriented with a strong work ethic and ability to manage multiple projects in a fast-paced environment.
- Strong interpersonal and organizational skills.
- Excellent written and oral communication skills required.
- Experience with special events and marketing.
- Knowledge of the communities in the Metro-Detroit Area a plus.
- Experience in working with small nonprofits and/or youth development and education organizations a plus.
- Capacity to deal with ambiguity.

How to Apply:

For consideration for this position, please send letter of interest, resume and writing sample via email to:

employment@hisagency.org NO PHONE CALLS PLEASE

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