



ChattanoogaAutismCenter.org
Office (423) 423-531-6961
Fax (423) 521-8094
1400 McCallie Ave, Suite 100
Chattanooga, TN, 37404

**CHATTANOOGA AUTISM CENTER (CAC)
ADMINISTRATIVE ASSISTANT
JOB DESCRIPTION**

Position: Administrative Assistant
Reports to: Assistant Director
Status: Part-Time (16 hours per week)
Start Date: Summer 2022

General Description

The Administrative Assistant reports to the Assistant Director and helps with tasks involved in the day-to-day running of the organization. Potential tasks include administrative support, finance, donor management, and website/newsletter/social media updates, but could involve other duties depending on interests and strengths of the candidate and needs of organization.

Examples of Administrative Support Tasks:

- Help Assistant Director and Executive Director with daily organizational activities
- Create and maintain employee files and ensure all onboarding paperwork is completed
- Create and manage event registration forms and payments

Examples of Finance and Donation Tasks:

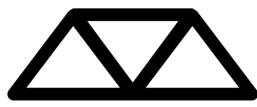
- Assist in donor management and communications (enter data, send receipts, etc.)
- Collect credit card receipts from program directors, and log all transactions monthly
- Download reports from Facebook, Benevity, etc. and log in donor management software

Examples of Website/Newsletter/Social Media Tasks:

- Develop graphics and content for announcements on social media
- Manage assigned social media and website updates
- Create/update content for weekly email newsletter

Examples of other tasks, depending on interest and experience:

- Help plan and organize events like the annual conference and walk
- Assist in writing grants and sponsorship requests
- Provide resource information to families seeking autism services



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Requirements:

- Available 16 hours per week.
- Reliable and consistent: Maintains consistent schedule, shows up on time, and communicates schedule changes well in advance.
- Good time management skills: Able to multitask, work efficiently, and handle deadlines.
- Strong organizational skills and attention to detail.
- Flexibility: Can adjust goals, priorities, and tasks, depending on the needs of the organization.
- Communication skills: Able to produce concise, professional work free of grammatical, spelling, and punctuation errors. Able to communicate appropriately with clients, parents, board members, and other staff.
- Technology skills: Proficient in basic computer programs including word processors, spreadsheets, etc. Experience with Google Sheets & Google Docs preferred.
- Ability to maintain confidentiality of sensitive information or situations.
- Commitment to the Chattanooga Autism Center's mission and direction.

Preferences:

- Experience in nonprofit operations.
- Previous employment as an assistant and/or office manager.
- Experience with any of the following programs: QuickBooks, Google Docs, Google Sheets, Mailchimp, Hootsuite, Canva, and Wix.
- Knowledge of autism spectrum disorder and experience working with autistic individuals.