



**Job Title:** Office Assistant

**Reports To:** Chief Administrative Officer

**Organization:** Be Blac Foundation (Non-profit)

**Pay Rate:** \$20-\$22 an hour, *based on experience.*

**Job Type:** Part-Time (On Location)

**About The Be BLAC Foundation:**

The Be BLAC Foundation is a non-profit organization dedicated to developing and growing the black community through generational leadership, supporting Black-owned businesses, and strengthening families. The Be BLAC Foundations key pillars are Business Development, Education/Youth Impact and Community Networking.

**Job Summary:**

The Office Assistant provides comprehensive administrative and clerical support to ensure the smooth operation of the office. This role is vital for assisting the Chief Administrative Officer and other team members with day-to-day tasks, enhancing organizational efficiency, and maintaining a professional and welcoming environment.

**Job Duties:**

- **Administrative Support:**
  - Assist the CAO with scheduling, correspondence, and document preparation.
  - Handle incoming and outgoing mail, emails, and phone calls.
- **Office Operations:**
  - Ensure the office is well-stocked and organized, including ordering supplies and coordinating maintenance of office equipment.
  - Manage Office Calendars and schedule meetings or appointments as needed.
- **Data Entry and Record Keeping:**
  - Accurately input, update, and maintain data in office systems.
  - Assist in preparing reports, presentations, and other documents as required.
- **Event & Project Coordination**
  - Provide logistical support and represent the organization for office events, meetings, and projects.
  - Create graphics and fliers to promote events.



- **Board/Committee Support:**
  - Prepare and distribute agendas, meeting minutes, and supporting materials.
  - Schedule and coordinate board and committee meetings, including room setup and technology needs.
  - Maintain accurate records of board and committee activities and ensure timely follow-up on action items.
- **Financial Support:**
  - Assist with accounts payable and receivable tasks, including invoice processing, issuing checks and payment tracking.

### **Working Conditions:**

This is a part-time position and will work between 20-25 hours per week. The schedule will be determined at the time of interview and can be subject to change depending on business needs. Working hours may also include some nights and weekends depending on the needs of the business.

### **Qualifications:**

- **Education:** High school diploma or equivalent; additional administrative training or certification is a plus.
- **Experience:** Minimum of [1-3] years of administrative or office support experience.
- **Technical Skills:** Proficiency in Microsoft Office Suite, Google Suite and some familiarity with Quickbooks, Canva and Google Suite
- **Organizational Skills:** Strong ability to manage multiple tasks, prioritize workload, and meet deadlines.
- **Communication Skills:** Excellent written and verbal communication abilities.
- **Attention to Detail:** High level of accuracy and meticulousness in all tasks.

*To apply, please submit your resume and a cover letter detailing your qualifications and interest in this position to [admin@beblacfoundation.org](mailto:admin@beblacfoundation.org). In the subject line, please state: [Office Assistant]*

**Hiring Timeline:** Resumes to be accepted until filled with priority application **deadline of 03/31/2025.**

Resume review and interviews to be conducted starting the week of 04/04/2025.

*We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.*