



The Independence Business Alliance (IBA) is seeking a full-time Administrative Assistant to support the IBA's Executive Director and the work of the volunteer Board of Directors in moving the IBA's mission forward.

The Independence Business Alliance is the Lesbian, Gay, Bisexual, and Transgender Chamber of Commerce for the Greater Philadelphia Region. The IBA serves the LGBT and business communities of Philadelphia, Bucks, Chester, Delaware and Montgomery counties in Pennsylvania; Mercer, Burlington, Camden, Gloucester and Salem counties in New Jersey; and New Castle county in Delaware.

The IBA is a membership-based business advocacy organization dedicated to making the Philadelphia region an influential and diverse LGBT business community with an impact on economic development, equal rights and policy issues. The IBA is an official affiliate of the National Gay and Lesbian Chamber of Commerce (NGLCC).

Description: Full-Time Administrative Assistant to the Executive Director

Reports to: Executive Director

The Independence Business Alliance is looking for a full-time Administrative Assistant. This position includes assisting the IBA Executive Director in his work of supporting the IBA Board President, Board of Directors, Members, and Corporate Partners. High-level contact and exposure to sensitive information will require considerable use of tact, diplomacy, discretion, and judgment. This Administrative Assistant position, under the direct supervision of the Executive Director, will perform a variety of duties independently. These duties require a professional approach, great accuracy, flexibility to work in many different work environments, and strong business communication and organizational skills. Attention to detail and the ability to multi-task are essential for this position. Experience working in the nonprofit field is preferred. Competitive salary and benefits.

Full-Time Administrative Assistant Job Duties:

Membership

- Maintain and update membership database and directory listings. Ensure accurate contact information is collected and displayed on website profiles. Process all new and renewed membership applications. Previous experience with CRMs preferred.
- Distribute monthly member renewal invoices via mail as directed by the Executive Director.
- Prepare monthly membership report on all new members, renewed members, and lapsed members.
- Participate in membership development activities, where possible, including: events, phone calls and networking.
- Coordinate and follow up on all membership communications in a professional and thorough manner.
- Learn and become familiar with all IBA Member Benefits so as to be able to field any inquiries about the IBA or questions regarding member benefits from Members or Member-prospects and forward to the Executive Director as needed.
- Assist the Executive Director in ensuring that all IBA member benefit information and IBA marketing collateral on the IBA website, social media pages and printed materials is current and accurate.

Events/Programs

- Collect and ensure accuracy of all event information.
- Help creatively market events with basic level of graphic design.
- Attend, where possible, all IBA events to assist with set up, registration, nametags, photography, information collections, and other tasks.
- Post and promote the event/program and organizational information on IBA website, calendar of events, and social media pages – Facebook, LinkedIn, Twitter, etc.
- Receive and manage all RSVP's for events and programs through website, email and phone calls.
- Ensure that all admission costs have been paid for ticketed events. Conduct post event follow-up where needed.

Administrative

- Maintain a professional and well-organized environment for the IBA Office.
- Administer and maintain IBA website to keep it current and accurate.
- Populate, update, and maintain CRM system.
- Prepare weekly financial reports (including bookkeeping, data entry, for review with Executive Director..
- Assist Executive Director with composing news articles/postings for IBA website, newsletters and social media pages.
- Coordinate and schedule by planning and scheduling meetings, conferences, teleconferences, and travel for the Executive Director and/or the Board of Directors.
- Assist the Executive Director in preparing and distributing reports and documents for monthly Board and Executive Committee meetings.
- Assist with new projects and initiatives as developed by Executive Director and/or the Board of Directors.
- Maintain office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies.
- Contribute to the Executive Director's effort by accomplishing related tasks as needed.
- Coordinate and execute any and all bulk mailings from the IBA Office, including but not limited to event flyers, member mailings, invitations, new member welcome kits, etc.

Skills/Qualifications: Business Writing skills, Reporting skills, Supply Management, Scheduling, Microsoft Office skills, Organization, Time Management, Presentation skills, Travel Logistics, Verbal Communication, Working Knowledge of IT/Social Media Sites, previous experience in Administrative capacity required.

Experience Requirements

- Excellent organizational skills, and ability to meet deadlines.
- Excellent written, verbal and interpersonal skills.
- Ability to prioritize and handle multiple projects simultaneously in a fast-paced environment
- Must have knowledge of computer software applications in word processing, spreadsheets, databases, and presentation software (MSWord, Excel, Access, PowerPoint, QuickBooks, Outlook)
- Must have knowledge or ability and willingness to learn social media platforms (Facebook, Twitter, Instagram) and website maintenance (Wordpress.) Additional skills in Photoshop, Adobe, HTML5, and Excel formulas are welcome, as well as graphic design experience.

Education

Bachelor's degree in related field from a four year college or university is preferred, however comparable work experience will be considered in lieu of a degree.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work environment will include both office and event venues, depending on schedule.

Application Guidelines

For consideration, interested applicants should submit the following documents:

1. Cover letter
2. Current resume/CV

Submissions should be made electronically in a single PDF document to: zach@thinkiba.com **OR** via first class mail to:

IBA Admin Search
ATTN: Zachary Wilcha, Executive Director
Independence Business Alliance
Industrious
230 S. Broad Street, 17th Floor
Philadelphia, PA 19102

Applications will be accepted through April 11, 2016 at 5pm. Finalist candidates should be prepared to submit two work references (with current contact information), including past direct supervisor(s). **No phone calls will be accepted about the position. To learn more about the IBA, visit www.ThinkIBA.com.**

The IBA is an equal opportunity employer committed to inclusive hiring and dedicated to diversity in its work and staff.