



**Administrative & Technology Specialist**  
**Job Description**  
**40-hour, salaried position**

Reports to the Executive Director of Leadership Winston-Salem. Provides administrative, bookkeeping, database, website, social media, and fundraising support with an energetic approach to helping create a community of leaders. Considered the “hub” of the inner workings of the organization.

**Essential Duties and Job Responsibilities:**

- Technology support including database (eTapestry) queries and reporting, website updates, online surveys, metrics reporting, and interface with technology vendors.
- Project and administrative support for the Executive Director, the Board, and the organization.
- Fundraising administrative support for the Development Director.
- Bookkeeping, financial tracking & reporting including extensive use of QuickBooks and Excel, as well as interface with Treasurer and auditor.
- General office administration including responsibility for insurance contracts, document retention, operations manual, Board needs and documentation.
- Marketing support for the marketing committee including press releases, social media, and website content.
- Vendor interface and coordination for Board, technology, meetings, and office needs.

**Skills and Qualifications:**

- Outstanding organizational, time management and multi-tasking skills
- Solid bookkeeping/financials and QuickBooks skills
- Excellent analytical and technology skills including MS Word, Excel, PowerPoint, Publisher, and database queries
- Strong interpersonal and verbal and written communication skills
- Outstanding attention to detail, quality, accuracy
- Demonstrated negotiation skills
- Independent worker and problem solver with high dependability
- Experience working with a volunteer Board and Committees
- Typical physical demands of administrative job with capability to lift 20-25 pounds
- Travel required in Forsyth County

**Education and/or Experience:**

- Bachelor’s degree
- 3-4 years of experience in supporting multiple managers/areas in a technology-driven environment
- Bookkeeping experience with Quickbooks
- Experience with database software required; Etapestry donor database experience preferred
- Business experience in social media

**Employee Classification:** Salaried. 40 hours/week.

**Compensation:** Salary commensurate with experience plus travel expense reimbursement

**Benefits:** Health care allowance (taxable) provided within stated parameters, adjusted annually.

**Vacation:** Two weeks per year. Three weeks after 4 years of service.

**Send resume, cover letter, references, and salary requirements to [jecarson@leadershipws.org](mailto:jecarson@leadershipws.org) by 12/5/14.**