



Date of posting: January 25, 2010

Job Description: Administrative Assistant
Reports to: Chief Operating Officer
Status: Full-time
Location: Washington, DC

Company Background

Making Cents International (www.makingcents.com) is a social enterprise based in Washington, D.C. We are an innovative, growing and entrepreneurial organization committed to building a legacy of skills and economic opportunity at the individual, community, and global level. We provide specialized technical services and curriculum to individuals and organizations working in economic strengthening, enterprise development and linking young people to financial services. Making Cents is also a leader in the youth enterprise and livelihoods sector (www.youthenterpriseconference.org). We create learning opportunities and networks that result in strong partnerships, programs, and policies that support young entrepreneurs. Making Cents International is an equal opportunity employer.

Responsibilities

Making Cents is looking for the right candidate to join our team as an Administrative Assistant. This is an ideal position for someone who is seeking a long term administrative position. The position requires a responsible, mature candidate who is a self-starter, team player, problem solver and fast learner who is willing to make a minimum two year commitment to this position. The ideal candidate appreciates the importance of this role within the organization and is dedicated to executing a consistently high standard of work. He/she enjoys working with people; likes to have a hand in shaping his/her work and can initiate and coordinate numerous activities with a minimum of supervision. An interest in working in a fast paced small business environment is also important.

Duties and responsibilities include, but are not limited to:

Office Coordination/Executive Assistant

- Serve as receptionist and office coordinator: answering phone and checking voicemail; directing incoming mail and email; liaising with vendors and clients; updating general office forms and calendar; attending to office maintenance including ordering supplies; scheduling and preparing for meetings and events.
- Act as Executive Assistant to the President of the company: assisting with project preparation and managing of personal schedule.
- Assist with financial management: preparing invoices and receipts for financial recording; managing general expenses.
- Respond to inquiries about Making Cents' services and products in a professional manner.
- Other tasks as needed.

Program Assistance

- Provide support to the New Business, Global Youth Enterprise Conference, and Youth-Inclusive Financial Services team as needed.
- Provide Marketing assistance: printing coordination; maintaining marketing material stock; helping draft or edit other marketing materials as needed.



- Assist in preparation and follow-up for trainings.
- Assist in the recruitment of interns.

IT Coordination

- Liaise with IT service provider to ensure properly functioning IT infrastructure for small office; troubleshooting as various technology problems arise.
- Manage data entry staff member and content for entry into CRM database.
- Assist with website management.

Curriculum Assistance

- Process 'off-the-shelf' curriculum orders, shipping, and tracking.
- Conduct follow-up to ensure satisfaction with purchases and client(s) needs are met.

Qualifications and Skills

- Bachelor's degree
- At least four years of office experience or equivalent administrative experience
- Must be detail-oriented, flexible, and able to handle multiple deadlines
- Basic web experience required
- Interest in international development and/or entrepreneurship education and development a plus
- Foreign language ability a plus
- Experience with E-marketing a plus
- **Valid US work permit required**

Compensation: Annual salary commensurate with experience in the 30K range. Competitive benefits package includes medical, dental and vision coverage, Paid Time Off (PTO) and option to participate in the company retirement savings plan.

Start Date: March 2010 or sooner if possible.

To Apply: Submit letter of interest, CV, and list of three professional references by mail or email to:

Sabrina Dorman
Making Cents International
1155 30th Street, NW, Suite 300
Washington, D.C., 20007
Email: sabrina@makingcents.com

Deadline for application submission is **February 12, 2010**. Interviews will be conducted on a rolling basis, so applicants are encouraged to apply early.

No phone calls regarding this position will be accepted.