



## **Advocacy & Administrative Associate Job Description**

The Advocacy & Administrative Associate will play a key role in the organization and daily operations of EveryOne Home. As well as providing support in the outlined task areas, this position requires flexibility, problem solving, and attention to detail and high quality work.

The Program Associate's responsibilities will include, but not be limited to, the following:

### I. Programmatic Support

- a. Serve as staff to EveryOne Home committees and other meetings as assigned
- b. Prepare committee agendas and reports
- c. Track goal progress of committees and special projects
- d. Research and communicate trends on relevant issues
- e. Educate and organize stakeholders on identified issues
- f. Responsible for assigned projects from inception to completion with minimal supervision

### I. Executive and Administrative Support to Director and Operations Manager

- a. Support program in organizational areas including calendar management, scheduling, and creating office systems.
- b. Assist in preparation of correspondence, reports, marketing materials, and other documents.
- c. Assist in fundraising activities as needed, including proposal preparation, donor appeal mailings, individual donor thank you letters, and systems for tracking results.
- d. Assume projects and other duties as needed.

### II. Office Operations and Information Management

- a. Manage office operations and systems, including keeping records, filing (electronic and hard copies), processing mail, interacting with vendors, updating contact information, and managing the office calendar and activities.
- b. Maintain a clean and organized office space.
- c. Maintain records and track information in an organized manner.
- d. Edit and format documents in Microsoft Word, Power Point, and Excel.
- e. Coordinate office mailings, both electronic and standard.
- f. Serve as an ambassador for EveryOne Home on the telephone, in person, and by email.