

Administrative Assistant

The American Turkish Society

Founded in 1949, The American Turkish Society is America's oldest not-for-profit organization seeking to enhance economic, political, and cultural ties between Turkey and the United States. The Society achieves its mission by bringing together government and business leaders, journalists, and scholars covering a spectrum of fields. In addition, the Society sponsors international educational programs and has always answered the need for philanthropy especially in the form of disaster relief in Turkey. The American Turkish Society is a 501c3 not-for-profit organization.

www.americanturkishsociety.org

Responsibilities:

The American Turkish Society seeks an Administrative Assistant for its office in New York City. Reporting directly to the Executive Director, and working closely with other staff, volunteers and interns, the Assistant will be responsible for carrying out daily administrative and operational responsibilities and projects, including, but not limited to, the following:

- Creating and maintaining filing system.
- Preparing memos, correspondence, minutes, reports, charts, and other materials related to special projects and the regular operation of the office.
- Maintaining contacts database and membership records and communications with members.
- Maintaining calendar, setting schedules and appointments, and arranging meetings, including Board and committee meetings.
- Events planning, including logistical support such as venue, catering, speakers, invitations, promotional materials, etc. Additional responsibilities will be involved in planning the organization's annual gala.
- Financial management, such as paying bills, depositing checks, and book keeping.
- Handling mail, office supplies, faxing, copying, etc.
- Answering telephone and email queries.
- Maintaining the website and social networking sites with basic content updates.
- Participating ex-officio in Board meetings and committee meetings for purposes of follow-up, minute keeping and facilitation as requested.
- Performing other administrative and program duties as necessary.

Qualifications:

Associate Degree required; B.A. preferred. Min. 2 years of work experience is highly desirable. Proficiency with Microsoft software (Excel, Word, PowerPoint, Outlook); QuickBooks accounting software; Internet research. Ability to work effectively managing multiple tasks, independently and as part of a team. Excellent interpersonal and communication skills, including ability to interact with a variety of stakeholders; good judgment; attention to detail and organization skills. Ability to stay extended hours occasionally, as necessary. Proficiency in Turkish and/or familiarity with Turkey is highly preferred. U.S. work authorization is required.

How to Apply:

Mail, fax, or e-mail (preferred) a resume and cover letter to:

The American Turkish Society
305 E. 47th St. 8th Fl.
New York, NY 10017
Fax: 212.583.7615 or E-mail: info@americanturkishsociety.org
No phone calls please.