



The Federation of Southern Cooperatives/Land Assistance Fund (FSC/LAF) is a regional cooperative association and rural development organization serving a membership of Black farmers, landowners, cooperatives and other low-income rural people in the Southeast. The Federation is seeking an experienced, energetic and collaborative **Administrative Assistant**. This position will report to the State Coordinator.

Job Summary

The **Administrative Assistant** will perform a range of administrative and clerical support in a small office setting with 10-12 staff members in the field office.

Essential Job Function

Support key staff & functions in administrative office.

Open the Florida office daily 9:00am-6:00pm, Monday-Friday.

Work closely with the State Coordinator to streamline facility/operations of the administrative office.

Answer a high volume of telephone calls and walk-ins in a friendly and helpful manner. Assist membership with general information or route to the appropriate staff and/or field office.

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Perform administrative type duties (i.e. typing, filing, voicemail, fulfill travel request, ordering supplies, copying, sorting/distributing mail, billing/invoicing, program folder maintenance, general email correspondence, etc.) as requested by immediate supervisor.

Process monthly FSC/LAF membership registration forms and maintain active membership database.

Assist with planning of the Annual Meeting in Birmingham, Alabama (i.e. Assist with registration, seating, hotel rooming list, registration/sponsorship correspondence) and other annual organizational events.

Knowledge, Skills and Abilities

Ability to work in a fast-paced environment and adapt as needed.

Ability to meet attendance requirements.

Ability to read, write, and communicate the English language effectively.

Ability to present a positive and professional image of the Federation of Southern Cooperative / Land Assistance Fund.

Must be able to write memorandums, letters and other correspondence effectively.

Effective communication with our membership partners and as staff as needed

Must have a professional appearance.

Must be able to travel as needed for organization events and staff meetings.

Limited physical effort required associated with sitting, walking, standing, lifting, bending, reaching, twisting, pushing, pulling, typing, 75% to 95% of the work time and carrying light objects (less than 25 lbs.) 5-25% of work time.

Other Responsibilities

Performs other duties as assigned

Education and Experience

3 years minimum of back-office experience preferred

Event planning experience preferred

High School Diploma (minimum)

High proficiency in computer hardware and software, with experience in MS Windows, Microsoft Word, Microsoft Excel, Microsoft Outlook and Lotus.

Licenses and Certifications

None

Physical Requirements and Working Conditions

Duties are usually performed by combinations of sitting, standing, and walking on a frequent change basis. Ability to read, write, and communicate the English language effectively. Ability to present a positive and professional image (communication and work attire) of The Federation of Southern Cooperatives / Land Assistance Fund. Work is performed in a normal office environment where there may be physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt, and the like.