



**Leadership Center for Excellence  
Administrative Associate  
Position Announcement**

**Who We Are:**

Leadership Center for Excellence (LCE) is a 19-year-old nonprofit organization headquartered in Arlington, Virginia that focuses on leadership development and community building, having graduated over 1,500 leaders. We develop and train leaders across the DC metropolitan region through a multitude of programs for personal and professional development for any stage of the leadership continuum. By developing trained leaders who are committed to building, supporting and strengthening our region, we foster a sense of community, visionary leadership, partnership and collaboration that motivates participants to become agents of change. We serve as an integral part of our community, building leadership for the future, developing connections between the business, nonprofit and public sectors and participating in balancing community dialogue for the common good. We have a small office staff with a “family” atmosphere that values impact, transparency, authenticity, integrity and outstanding customer service. The work atmosphere is high energy and never dull. Additional information may be found at our website: [www.leadercenter.org](http://www.leadercenter.org).

**How to apply:**

Deadline: Position open until filled. Candidates must email a cover letter, resume and salary expectations/history to [jobs@leadercenter.org](mailto:jobs@leadercenter.org) with “Administrative Associate” in the subject line. Phone calls WILL NOT be accepted.

**Your Role:**

Reporting to the Director of Volunteer Arlington, the Administrative Associate provides necessary administrative support to day-to-day operations including office management and database oversight. In addition, this position will manage Volunteer Arlington and administrative interns. *Outside of the regular workweek, some evenings and weekends are required.*

**Essential Functions:**

- Manages and update organizational databases with updated contact information, including inserting new database records of potential prospects, running reports, and ensuring database integrity
- Greets visitors and responds to general phone calls or forwards to appropriate staff
- Provides courteous and timely responses to LCE and Volunteer Arlington general requests
- Supports the team as needed at events, programs, and trainings as directed by the Director of Volunteer Arlington
- Support logistical needs for programs and events that may include packing and unpacking of materials
- Coordinates production of bulk mailings
- Performs administrative duties to support team as directed by the Director of Volunteer Arlington
- Manages and orders office equipment and supplies, ensuring efficient office functioning
- Coordinates with those vendors responsible for office maintenance and repairs under direction of the COO
- Maintains organizational calendar on Outlook
- Internal meeting scheduling, planning and associated logistics, ensuring office space is welcoming, presentable and ready for all meetings on a daily basis
- Prepares correspondence, emails, thank you-letters and other documents as needed in support of the organization
- Coordinates weekly staff meeting in conjunction with staff, prepares agendas, writes and distributes meeting summaries to team
- Manages special projects as assigned
- Manages interns



*OTHER DUTIES AS ASSIGNED BY DIRECTOR OF VOLUNTEER ARLINGTON*

**Knowledge, Skills and Qualifications:**

- College degree required
- Highly organized “people person” who is proactive and flexible
- Must demonstrate keen attention to detail and accuracy
- Excellent organizational and communication skills, both oral and written
- Must have a professional demeanor, demonstrate enthusiasm, dependability, and a passion for customer service
- Must be a self-starter who has the ability to prioritize and self-manage multiple projects simultaneously while working under multiple deadlines
- Extensive experience in Outlook, MS Office Suite products and competent on the internet
- Competency with database management or ability to learn new systems quickly and competently

**Our culture:**

To fit into LCE culture, the Administrative Associate needs to be:

- Inclusive
- Collaborative
- A team player
- An independent thinker
- Self-motivated
- Fast-paced
- Someone with a “can do” attitude
- Highly organized, proactive and flexible
- Practitioner of flawless ethical behavior, professionalism and confidentiality
- Dedicated to the organization’s mission
- Able to deliver superior customer service

**What we offer:**

- Excellent Benefit Plan
- Paid vacation
- High exposure
- Collegial atmosphere
- Empowerment as a leader
- Compensation commensurate with experience

**Equal opportunity employer:**

LCE provides equal employment opportunities (EEO) to all to employees and applicants for employment and prohibits unlawful discrimination and unlawful harassment on the basis of race, color, religion, national origin, gender, age, disability, gender identity or expression, veteran status, marital status, sexual orientation or any other protected classes



or categories as defined by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.