



Part-Time Administrative Assistant

Position: Part-Time Administrative Assistant

Location: Remote

Hours: Approximately 10 hours per week (flexible, with potential for increase)

Conference of Minority Transportation Officials (COMTO) Washington's mission is to ensure a level playing field and maximum participation in the transportation industry for minority individuals, businesses and people with disabilities through transportation advocacy, professional development, growth and retention, and diversity and inclusion. Our chapter is committed to the goals and objectives of COMTO National:

- Promote the roles and breadth of talent within the industry of minorities and people with disabilities in all aspects of transportation.
- Facilitate the link between public, private, and academic institutions to support professional development in transportation related fields.
- Sponsor and conduct local, state and national forums that will enable the discussion of timely issues and concerns of minorities and those with disabilities.

Job Summary:

COMTO, Washington is seeking a highly organized and detail-oriented **part-time Administrative Assistant** to support our team and contribute to successfully executing our projects and activities. This role will be instrumental in maintaining efficient administrative operations, facilitating communication, and ensuring smooth workflow. The ideal candidate will be a proactive problem-solver with excellent communication and interpersonal skills, capable of working independently and as part of a team. This role will work closely with our President and Executive Directors to ensure projects and activities remain on track. This position is estimated to be approximately **10 hours per week** to begin with, with the potential for increased hours as needed.

Responsibilities: These responsibilities are generally descriptive and some duties may only occur periodically.

- Database Management:

- Maintain and update organizational databases, ensuring accuracy and completeness of information.
 - Generate reports and data summaries as needed.
- Meeting Coordination and Support (Virtual):
 - Schedule and coordinate meetings, including preparing agendas, and distributing materials.
 - Take accurate and detailed meeting minutes and distribute them to relevant parties.
 - Set up meetings with industry leaders, ensuring professional and efficient communication.
- Project and Activity Support:
 - Assist President and Executive Team in organizing and tracking project timelines, deliverables, and action items.
 - Provide administrative support for various projects and activities, ensuring deadlines are met.
 - Assist in keeping projects and activities on track.
- General Administrative Duties:
 - Manage incoming and outgoing correspondence, including emails, letters, and phone calls.
 - Maintain and organize electronic files.
 - Prepare and process expense reports and other administrative documents.
 - Assist with travel arrangements and logistics, when needed.
 - Perform other administrative tasks as assigned to support the organization's goals.
- Industry Leader Engagement:
 - Working with the President and Vice President, reach out and schedule meetings with industry leaders.
 - Maintain professional communication and relationships with industry contacts.
- Event Attendance:
 - The Administrative Assistant may be asked to attend 3 or 4 in person events during the year to support the team, build relationships, retreats, or major events e.g. annual gala.

Qualifications:

- Proven experience in an administrative support role.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and **Google Work Space**.
- Excellent organizational and time management skills.
- Strong written and verbal communication skills, especially in a virtual environment.
- Ability to prioritize tasks and work independently.
- Detail-oriented with a high level of accuracy.

- Ability to maintain confidentiality.³
- Experience with database management.
- Experience with virtual meeting coordination and minute taking.
- Experience with project support.
- Strong interpersonal skills and the ability to work effectively with diverse individuals.
- Reliable internet connection, and appropriate at home work space.

Preferred Qualifications:

- Experience working with non-profits or transportation
- Familiarity with Zoom, Teams, Google Meets. COMTO Washington uses the **Google Meets** platform for general meetings.

To Apply:

Please submit your resume and cover letter to president@comtowashington.org . In your cover letter, please highlight your relevant experience, explain why you are interested in this part-time virtual position, and confirm your availability for approximately 10 hours per week with salary requirements.