

# Position Description

## Administrative Assistant

**Supervisor:** President/CEO

**Classification:** Non- Exempt (hourly), Full-time

**Application Deadline:** July 31, 2020 5:00 PM

**Submit Cover Letter, Resume, and References:** [Resume@UnitedWayLee.org](mailto:Resume@UnitedWayLee.org)

## Job Summary

This is an administrative support position to the President/CEO and Management. This position requires a high degree of discretion, tact, and ability to preserve confidential and sensitive information. This individual works and interacts with board of directors, executive boards, major donors, volunteers, senior management, staff at all levels, and members of the community.

## Responsibilities

To contribute to community impact through administrative support to the President/CEO and Management. It requires recording minutes for board of directors and other board-level committees, scheduling the conference room, scheduling other meetings, preparing/coordinating handouts/presentations, sending correspondence to major donors, sending correspondence with constituents, and assistance with other tasks as needed, assigned, or anticipated. Reports directly to the President/CEO. The Administrative Assistant must have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Administrative Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work efficiently under pressure while handling a wide variety of activities and confidential matters with discretion.

## Standards

- Ability to provide superior customer service to volunteers, partners, investors/donors, and staff
- Ability to prioritize and manage multiple tasks simultaneously, implementing and completing project within stated timelines
- Demonstrate initiative in following through independently with projects and tasks
- Demonstrate creative and independent problem-solving skills
- Demonstrate commitment to personal and organizational development

## Competencies

- Attention to Detail
- Critical Judgement
- Organizational Awareness
- Information Gathering and Processing
- Interactive Communication
- Planning and Organizing
- Problem Solving

## Education/Experience

- Bachelor's degree preferred, experience and certifications considered
- Proficiency in Microsoft office (Outlook, Word, Excel, and Power Point) and Adobe Acrobat
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors
- Demonstrated proactive approach to problem-solving with strong decision-making capability
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service
- Emotional maturity
- Team player with the ability to work with UWLHGO senior management to achieve organizational goals.
- Strong verbal and written communication skills.
- Ability to work independently.
- Possess a valid driver's license and have use of insured motor vehicle.

## Working Conditions & Physical Requirements

Work is carried out in a controlled, agreeable environment as generally represented by normal office conditions. Employees may be required to assist with or attend various offsite events related to programs or fund raising that are scheduled evenings and/or weekends. These events may require several hours on your feet and assisting with heavy lifting and carrying.

## Direct Reports – None

### Additional information:

- UWLHGO is an exceptional workplace that can provide you with:
- Opportunity to work with smart, passionate, and enthusiastic team members and volunteers
- Working with diverse staff and other constituents
- Culture of high-performance expectations and accountability
- Exciting and challenging work
- Opportunity to help solve the community's toughest problems
- Competitive pay that is commensurate with demonstrated successful performance and experience
- Paid Health and Dental Insurance for employee, 401K, and Monthly Accrued PTO

## Compensation

\$17 - \$20 per hour *compensation commensurate with experience*

***Successful candidate must pass criminal background, drug screening, and reference checks.***