Job Title: Administrative Assistant
Date: June 2022
Exemption Status: Non-Exempt 40 hours per week

Job Specifications
Education: Administrative Assistant Program or AAS preferred
Administrative Skills: MS Word, Excel, PowerPoint, Preparing Correspondence, Outlook, and Data Entry. Strong attention to detail is crucial in this position.
Related Experience: Three years administrative experience with internal and external audiences and ability to work independently and manage multiple projects.
Supervision Given: None
Supervision Received: Director of Operations and Human Resources (DOHR)

Job Summary: The CommunityGiving (CG) Administrative Assistant works closely with the CG team and affiliate locations to support administrative and customer service needs of the organization to “Engage People, Connect Resources, Build Community” in our local communities. This position also works with the CommunityGiving staff to provide crucial support for the operations, programmatic and development work of the foundation. It is crucial this person have a strong customer service focus, whether toward donors or coworkers and practice the core mission and values of CG. The Administrative Assistant must be a quick learner, effectively self-direct assigned tasks and maintain an apparent professionalism in their daily work.

Job Duties
1. Administrative:
   a. Anticipate the administrative needs of the CG and affiliate teams through scheduling meetings, coordinating and drafting outgoing correspondence and advance planning functions to ensure timely workflow. Advance planning and workflow management is key.
   b. Supports team initiatives and affiliate partners as directed. This may include such tasks as: maintaining detailed data and coordinating project activities, ensuring most current materials are on hand for all stakeholders defined as donors, grantees, professional advisors, board and committee members, etc. Utilizes established processes to ensure timely completion and coordination of these tasks.
   c. Other regular tasks could include, but may not be limited to, coordinating in house mailings, database maintenance, sorting incoming mail, check receipting along with maintaining public and staff spaces in preparation for daily operations.
   d. Maintain board documents and minutes for designated affiliate partners.
   e. Assist with event planning, registration, and set up and take down as directed. This includes handling of internal event forms.
2. **Hospitality:**
   a. Performs daily office duties such as opening and closing the office, answering phones, serving as receptionist, maintaining office supplies and keeping the office neat. Coordinates with local vendors for services and supplies. Ensures all guests have a positive impression.
   b. Responsible for CG conference rooms’ calendars and ensuring that meeting space is available, including arrangements for technology needs (audio, visuals, teleconferencing, video conferencing etc.).
   c. Responsible for meeting preparation including ordering food for meetings with awareness to dietary requirements and coordinating meeting materials as directed. This may also require attending meetings to take minutes.

**Knowledge, Skills and Abilities Desired**

1. Accuracy and attention to detail along with strong professionalism, critical thinking and problem solving.
2. Ability to communicate clearly and effectively, both orally and in writing. Understanding of customer service and hospitality is required.
3. Ability to prioritize, organize and move between tasks. Flexibility to adjust to changing demands is essential.
4. Ability to work independently and in a team environment on shared goals. Possess a change ready attitude and genuine interest in the communities we serve.
5. Willingness to learn new things and take on new tasks or duties as needed.
7. Ability to lift up to 20 pounds repetitively
8. Past experience in direct support to executive leadership is highly desired.

**Interpersonal Skills/Values**

Every staff member employed by Community Giving is expected to possess and embrace the values as adopted by the Board of Directors.

**We believe in...**

- Capturing and preserving the legacy of our donors ... Forever
- Our duty to provide unparalleled, personalized service to our donors
- Inspiring philanthropy across generations
- Utilizing financial resources as a tool to bring about lasting, positive change
- Our responsibility to serve as a trusted local leader and community catalyst, building connections between people who share a common geography

**We value...**

- **Community**
  *We bring people together to leave our world better than we found it. Everyone is welcome at the Community Foundation table.*

- **Integrity**
  *We recognize that our assets are our people, capital and reputation. If any of these is ever diminished,*
the last is the most difficult to restore.

- **Commitment**
  *We possess an authentic and genuine dedication to the communities and people we serve.*

- **Innovation**
  *We are committed to being flexible and improving what we do and how we do it, each and every day.*

- **Optimism**
  *We have a “can-do” attitude that inspires creative solutions.*