



United Way of Story County

Job Description Administrative Assistant

Position Summary:

Under general supervision, using independent judgment, provide administrative and secretarial support and office coordination for United Way of Story County (UWSC), including planning, implementing, overseeing, and carrying out complex office administrative responsibilities. Major areas of responsibilities include office administration, office operations, Board and committee support, campaign support, accounting and data entry support, and community and partner agency relations.

Position Responsibilities and Duties:

1. Office Administration

- a. Develop, maintain, and document administrative processes
- b. Maintain the operational calendar
- c. Oversee and provide direction to office volunteers who support administrative projects
- d. Oversee development and maintenance of Governance and Operations Manual

2. Office Operations

- a. Serve as administrative assistant to President and CEO
- b. Answer phone, address callers' inquiries and requests, direct calls to other staff members as needed
- c. Receive visitors, respond to inquiries and requests; direct visitors to other staff members, community resources, and services as needed
- d. Prepare staff meeting agendas
- e. Prepare and mail correspondence, coordinate office mailings, and assist with mail merges as directed
- f. Assist with the process for UWSC in-kind donations
- g. Assist with the process for UWSC grants
- h. Maintain office supply inventory and order supplies
- i. Organize and oversee storage areas
- j. Maintain office phone system
- k. Maintain office equipment and oversee office services
- l. Assist with technology maintenance and updates
- m. Review, maintain, and update email distribution lists

3. Board and Committee Support

- a. Develop, distribute, and compile agenda packets for Board, committee, and community meetings
- b. Attend UWSC Board and Executive Committee meetings and take minutes
- c. Assist President and CEO with development and distribution of Board orientation materials and agenda

4. Campaign Support

- a. Prepare and process leadership acknowledgement letters
- b. Coordinate schedule for the preparation of campaign packets and mailings with Campaign Director and Database Specialist
- c. Assist entering donor information in the donor management system (Raiser's Edge) when needed
- d. Provide support to the Marketing Director for events, such as campaign kick-off and celebrations, Day of Caring, Golf Fore Kids

5. Accounting Support

- a. Complete bank deposit slips
- b. Complete packet verification process in partnership with other members of the staff

6. Community and Partner Agency Relations

- a. Maintain partner agency contact information listing
- b. Assist with development of annual partner agency contracts and forms; prepare and distribute contracts and oversee collection of all agency forms
- c. Coordinate annual partner agency meeting and follow-up activities and communication
- d. Attend meetings and take minutes as assigned by the President and CEO

7. Other

- a. Understand and believe in the UWSC vision and mission and advocate for its vision and mission
- b. Seek out and participate in appropriate professional development opportunities
- c. Assist with UWSC events and activities as needed
- d. Assist President and CEO with special projects and other items as assigned

Job Requirements:

Physical Requirements – Sedentary work is exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push or pull or otherwise move objects.

Physical Activity – Fingering is picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling. Talking is expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly or quickly. Hearing is the ability to receive detailed information, through oral communication.

Visual Acuity – Work utilizes computer terminal and verification for accuracy of written material.

Qualifications:

1-3 years successful experience in administrative support and office operations required. High school diploma or equivalent required, associate's degree or higher is preferred. Experience in nonprofit organizations is preferred, but not required. Strong organizational, written, and oral communication and computer skills are required. Proficiency in Microsoft Excel, PowerPoint, and Word are required. Ability to work independently, make timely decisions, and operate effectively under pressure. Ability to work with community organizations; ability to collaborate with and communicate effectively with co-workers, volunteers, donors, agencies, and the general public.

Employment Classification and Schedule:

- Part-time, Non-Exempt. Hourly; starting range of \$18.00 - \$21.00/hour, based on qualifications & experience.
- 30 hours per week, Monday through Friday
- On-site work required
- Benefits: Ten paid holidays annually with accrued personal and vacation time; 401k plan with employer match; life insurance; and long-term disability insurance.
- Flexible schedule: Choose your 6-hour workday between 7:30 a.m. and 4:30 p.m.
 - Two set Thursday mornings per month, 7:00 a.m. start time (attend in-person or virtually) to support Board and Executive Committee meetings

Job Relationships:

Reports to: United Way of Story County President and CEO

Supervises: Office/Administrative Volunteers

Application Process:

To apply, please submit the following to unitedway@uwstory.org by 4:30 p.m. on Monday, September 9, 2024:

1. Cover letter or professional summary
2. Resume

Important Notes:

- **Direct submissions to unitedway@uwstory.org are required.**
- Documents must be in PDF format and include "Administrative Assistant" and First & Last Name in file name.

United Way of Story County (WSC) is committed to hiring a diverse workforce and promotes a working environment that is racially, ethnically, and culturally diverse. UWSC is an equal opportunity employer.