DESCRIPTION AND REPORTING RELATIONSHIP
This position reports to the Executive Director and works closely with all other staff members to support their work, as directed by the Executive Director.

EDUCATION: Associate's Degree (2-year) preferred

EXPERIENCE: Three to five or more years of experience in business or nonprofit setting including responsibilities in multiple areas. Nonprofit experience preferred.

POSITION REQUIREMENTS:
The person holding the position of Administrative Assistant should possess the following professional skills and qualifications:

- Strong organizational skills, ability to deal with multiple detailed tasks and responsibilities appropriately.
- Strong computer skills
- Experience with all types of office equipment.
- Ability to perform responsibilities in a professional manner and to handle assignments with a high degree of accuracy and confidentiality.
- Ability to appropriately and professionally interact with key constituencies including board members, donors, nonprofit organizations and agencies, and volunteers.
- Ability to prepare correspondence with direction.
- Experience in organizing and preparing for special events.

MAJOR TASKS AND SCOPE OF RESPONSIBILITIES:

GENERAL ADMINISTRATIVE

- Receive and appropriately record all contributions, payments and gifts.
- Receive and distribute mail.
- Answer phone and either assist caller or direct caller to appropriate staff.
- Provide staff support to Boards and Committees as needed, including meeting setup and follow-up.
- Maintain computer data base and mailing lists.
- Track assignments of other staff members, including reminders as needed.
- Take accurate and appropriate minutes at committee and board meetings and prepare written copy.
- Prepare correspondence to donors, board members, grantees etc.
INFORMATION SYSTEMS

- Maintain a working knowledge of Microsoft Windows and Office, Excel, Word etc.
- Set up and use mail merge as needed.
- Distribute email messages received at general address to appropriate staff.
- Learn, become proficient in, and input appropriate data into the foundation’s information system, Community Suite

OFFICE GENERAL MANAGEMENT

- Maintain inventory of office supplies and purchase needed supplies within approved budget.
- Maintain office master calendar.
- Prepare agenda and calendar for review at weekly staff meetings.
- Purchase necessary food, drink and supplies for Foundation meetings and events, as needed.
- Maintain and distribute regularly, annual board calendar, meeting schedule, list of current board and committee members etc.
- Maintain accurate daily log of all financial receipts which arrive by mail or in person; prepare timely thank you letters to all contributors.

OTHER RESPONSIBILITIES

- Prepare data for Annual Report as needed.
- Prepare and mail information for Board and committee meetings.
- Prepare information for prospective donors.
- Serve as support to the Women’s Fund.
- Assist with social media efforts (Twitter, Facebook etc.)
- Fulfill other duties as assigned by the Finance Officer and Program Officer and approved by Executive Director.

Salary

- $17/hour
- 35 hours/week, Mon-Fri 8 am to 4 pm

Contact Information

- Send cover letter and resume to:
  Diane L. Brown, Executive Director, Community Foundation for South Central New York,
  520 Columbia Drive, Suite 100, Johnson City, NY 13790 or via email to dbrown@donorswhocare.org
- Position will remain open until filled.