



Administrative Assistant

Duties and responsibilities include providing administrative support to ensure efficient operation of South Central Community Foundation. Supports Executive Director through a variety of tasks related to organization and communication. Responsible for confidential and time sensitive material. Familiar with or willingness to learn a variety of the field's concepts, practices, and procedures. Ability to effectively communicate via phone and email ensuring that all Administrative Assistant duties are completed accurately and delivered with high quality and in a timely manner.

Responsibilities:

- Answers phone/emails
- Organize and schedule meetings and appointments
- Takes board and committee meetings minutes
- Assist in the preparation of regularly scheduled reports
- Provide general support to visitors
- Handle multiple projects
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Data entry
- Maintain computer and manual filing systems
- Handle sensitive information in a confidential manner

Requirements:

- Professional demeanor and ability to work with donors
- Professional attire
- Ability to attend professional training and workshops (annual conference is two and half days)
- Attention to detail and organizational skills are top priorities
- Proven admin or assistant experience
- Excellent time management skills and ability to multi-task and prioritize work
- Excellent written and verbal communication skills
- Proficient in MS Office
- High school diploma or equivalent; college degree preferred

Position: Administrative Assistant

Reports to: Executive Director / Board of Directors

Salary: \$10/hr (based on experience)

Hours: 9 a.m. to 3:00 p.m. M-F (occasional evenings and weekends required ~ i.e. grant ceremonies, special events, etc.).