



## **Office Administrative Assistant – Part Time**

### **General Description of Duties**

The Office Administrative Assistant is responsible for duties and routine administrative functions that are sometimes confidential. Responsibilities include, but are not limited to, reception, administrative and clerical support; dealing with The Foundation's many publics; supporting the Accounts Payables and Receivables Administrator, Executive Director, Chairman of Board of Directors, Vice Chairman, Immediate Past Chairman, Secretary, Treasurer and the Board and nonprofit agencies that are affiliated with the Foundation.

### **Reporting Relationship**

This position reports directly to the Accounts Payables and Receivables Administrator

### **Qualifications**

No experience necessary, but computer proficiency required including Windows, Microsoft Office Suite of products and working with social media. Working with Foundant (CRM) is a plus. If not proficient, must be willing to learn and expand knowledge base.

### **Education**

Work equivalent experience or a minimum of 2-year Associates Degree.

### **Job Duties**

Administer and perform administrative and clerical functions for The Foundation

Answer telephone, transfer calls, and greet visitors to the office

Data entry for CRM system.

Copy, mail, file acknowledgement letters and accounts payables and receivables

Assist Executive Director with Board of Directors materials as it pertains to job function

Assist with events and receptions by coordinating RSVP's nametags and various event support

Handle all files as it pertains to job function

Perform correspondence with donors, volunteers, scholarships recipients and nonprofits as requested

### **Requirements**

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The individual must exhibit a pleasant and welcoming demeanor both in person and on the telephone. The requirements listed with this job description are representative of the knowledge, skill and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Some evening and weekend work hours may be needed at various times throughout the year in particular to supporting The Foundation's annual events.

### **Language Skills**

Ability to read, analyze and interpret correspondence and documents. Ability to respond effectively to sensitive inquiries and complaints. Ability to write a business letter and other correspondence.

### **Reasoning Ability**

Ability to define problems, collect data, establish facts and draw valid conclusions.

### **Other Skills and Abilities**

Position requires demonstrated applied skills in word processing and other computer software. Ability to work without supervision in a small office environment. Ability to take initiative and complete project assignments independently and on-time. Organizational skills and performing job requirements efficiently

and orderly. Ability to maintain high degree of privacy and confidentiality. Ability to hold a valid Georgia Driver's License.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to fingers, handle or feel objects, tools or controls; reach with hands and arms. The employee frequently is required to talk or hear.

The employee must occasionally lift and or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate. This is a nonsmoking environment.

This is a contract position. If offered the position, an offer letter will be sent agreeing to the terms listed in this job description. At any time, this job description can be altered due to growth of The Foundation. The Foundation will conduct a 90-day review of performance with annual performance reviews conducted after.

To be considered for this position, candidates will need to submit for a Background Check. If hired, please note that at any time, The Foundation can repeat any of these items as needed for insurance and bonding purposes.

### **Compensation and Benefits**

At this time, this position will have a maximum of 15 hours per week with no minimum. This is a part-time position and there is not a guarantee of hours each week. Hours can be expanded only by approval of the Executive Director, which would be for special projects.

This position is paid hourly at the rate of \$12.00-\$15.00 per hour and there are no other benefits for this position.

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