



## **Position: Administrative Assistant**

**Status:** Non-Exempt

**Reports to:** Chief Executive Officer

### **Summary of Primary Duties:**

Under the direction of the Chief Executive Officer, the Administrative Assistant's primary responsibilities are 1) to provide a positive and professional response to the public in all settings (office, phone, meetings, etc.) and 2) provide necessary clerical support first to the Chief Executive Officer and then staff as directed.

### **Essential Functions:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Handles confidential and non-routine information and explains policies when necessary. Maintains strict confidentiality.
2. Organizes and prioritizes large volumes of information and calls. Ensures effective communications both internally and externally to maintain professional image.
3. Answers phones for the Foundation. Takes messages or fields/answers all routine and non-routine questions. Works in cooperation with the staff to ensure coverage for phones.
4. Sorts and distributes mail. Opens mail for the Foundation's staff. Drafts written responses or replies by phone or e-mail when necessary. Responds to regularly occurring requests for information.
5. Supports CFO with accounting and Foundation finances. Activities include: copying, accounts payable, accounts receivables, travel reimbursement, manages Foundation's subscriptions and dues and other financial record keeping.
6. Works independently and within a team on special nonrecurring and ongoing projects. Acts as project manager for special projects, at the request of the CEO, which may include: planning and coordinating multiple presentations, and disseminating information.
7. Schedules and organizes activities and complex events such as meetings, travel, conferences, workshops and activities for all staff and Board of Directors.
8. Establishes, develops, maintains and updates Foundation's filing system for the staff. Retrieves information from files when needed.
9. Types and designs general correspondences, memos, contracts, Board agendas and packets. Proofreads copy for spelling, grammar and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.
10. Utilizes phone system, copy machines, computers, postage meter, fax and other basic operating machines and equipment.
11. Orders supplies and tracks inventory in accordance with Foundation purchasing policies and budgetary restrictions.
12. Assists Program Officer and Program Associate as needed with grants and scholarships.
13. Drives as needed to run errands for the Foundation.
14. Maintains the office appearance and assists the Impact and Operations Officer with building issues.



**Competencies:**

1. Technical Capacity/Computer Skills
2. Personal Effectiveness/Credibility
3. Thoroughness
4. Detail Oriented
5. Collaboration Skills
6. Communication Proficiency
7. Flexibility
8. Multitasking Skills
9. Organizational Skills
10. Time Management Skills

**Supervisory Responsibility:**

This position has no supervisory responsibilities.

**Position Type/Expected Hours of Work:**

This is a full-time position. Hours of work and days are Monday through Friday, 8 a.m. to 5 p.m. Weekend and/or overtime hours may occasionally be expected.

**Travel:**

Minimal local travel is expected for this position in addition to reliable transportation, no overnight travel required. Valid driver's license, proof of auto insurance coverage and willingness to complete and sign the CA DMV Pull Notice Program Waiver (INF-1101) for authorization for release of driver record information is required.

**Required Education and Experience:**

1. High school diploma or equivalent
2. One-year administrative experience.
3. Working knowledge of basic operating machines and mailing processes
4. Proficient in current Microsoft Office Suite, Google Docs and Forms, internet savvy

**Preferred Education and Experience:**

1. Bachelor's degree or equivalent
2. Two or more years of related experience

**Work Environment:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The position also operates outside occasionally.

**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. While performing the duties of this job, the employee is regularly required to talk and hear. This is largely a sedentary role; however, some filing is required. This would require the ability to lift office products and supplies, up to 20 pounds, open filing cabinets and bend or stand as necessary. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**EEO Statement:**

Community Foundation of the North State is an Equal Opportunity Employer.



**Other duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

*Updated 12.26.21 kc*