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:
A. Office Administration
   1. Develop and document administrative processes
   2. Maintain the operational calendar
   3. Schedule and oversee volunteers to assist with administrative and office projects
   5. Oversee development and maintenance of Governance and Operations Manual

B. Office Operations
   1. Serve as administrative assistant to President and CEO
   2. Schedule meetings and maintain President and CEO’s calendar
   3. Answer phone, address callers’ inquiries and requests, direct calls to other staff members as needed
   4. Receive visitors; respond to inquiries and requests, direct visitors to other staff members as needed
   5. Prepare staff meeting agendas
   6. Prepare and mail correspondence, coordinate office mailings, and assist with mail merges as directed
   7. Oversee process for in-kind donations
   8. Oversee process for UWSC grants
   9. Maintain office supply inventory and order supplies
   10. Organize and oversee storage areas
   11. Oversee and maintain petty cash
   12. Maintain office phone system
   13. Maintain office equipment and oversee office services, such as weekly cleaning
   14. Prepare and monitor the budget for office related line items
   15. Oversee technology maintenance and updates

C. Board and Committee Support
   1. Develop and distribute agenda packets for Board, committee, and community meetings
   2. Attend UWSC Board meetings and take minutes
   3. Assist President and CEO with development and distribution of Board orientation materials and agenda
   4. Assist President and CEO with development and distribution of Board liaison materials

D. Campaign Support
   1. Provide administrative support to the Campaign Director
   2. Provide administrative support for Leadership Chairperson as needed
   3. Prepare and process leadership acknowledgement letters
   4. Coordinate schedule for the preparation of campaign packets and mailings with Campaign Director and Database Specialist
   5. Assist entering donor information in the donor management system (Raiser’s Edge) when needed.
   6. Provide administrative support to the Marketing Director for events (such as campaign kick-off and celebrations, Day of Caring, Golf Fore Kids)
E. Accounting Support
1. Complete bank deposit slips
2. Provide administrative support to the Finance Director

F. Community and Partner Agency Relations
1. Maintain partner agency data
2. Assist with development of annual partner agency contracts and forms; prepare and distribute contracts and oversee collection of all agency forms
3. Coordinate annual partner agency meeting; develop agenda and materials; coordinate follow-up activities
4. Coordinate in-kind donations from area businesses and individuals to agencies
5. Attend meetings and take minutes as assigned by the President CEO
6. Assist Community Impact Director with LIVE UNITED Food Drive and other food drives
7. Oversee other UWSC programs and partnerships such as Story County Alliance for Philanthropy

G. Other
1. Plan, implement, and host office events
2. Assist with UWSC events and activities as needed
3. Understand and believe in the UWSC vision and mission and advocate for the vision and mission in the Story County community
4. Seek out and participate in appropriate professional development opportunities
5. Assist President and CEO with special projects
6. Handle other responsibilities as determined by the President and CEO

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:
High school diploma and 2-3 years successful experience in administrative support and office operations. Prefer bachelor’s degree. Experience in nonprofit organizations is preferred, but not required. Strong organizational, written, and oral communication and computer skills. Ability to work independently, make timely decisions, and operate effectively under pressure. Ability to work with community organizations; ability to communicate effectively with co-workers, volunteers, donors, agencies, and the general public.

Working Conditions:
The worker is not substantially exposed to adverse environmental conditions. Must be able to work under stressful situations and time constraints.

Employment Classification:
Full-Time; Non-Exempt; Hourly

Job Relationships:
Reports to: United Way of Story County President and CEO
Supervises: Volunteers

January 2020