



Administrative Assistant

Full-Time | Exempt | Onsite

About United Way of Story County

For nearly 75 years, United Way of Story County (UWSC) has been mobilizing our community to create lasting change. We bring a comprehensive, collaborative approach to every challenge – actively listening and responding to local needs, investing in evidence-based programs, and building strategic partnerships that create sustainable solutions and stronger connections throughout Story County.

As a trusted leader and convener, our approach is simple yet powerful: we believe transformation happens when neighbors, businesses, nonprofits, and volunteers unite around shared goals. Through strategic investments in Bright Futures, Financial Empowerment, and Collective Well-Being, we tackle root causes of community challenges while building the connections that make Story County stronger.

Position Summary

The Administrative Assistant is an essential member of the UWSC team, providing the day-to-day operational support that keeps our organization running smoothly and effectively. Under general supervision and using independent judgment, this role supports office administration, board and committee operations, campaign activities, and community and partner agency relations. This role is often the first point of contact for visitors, callers, donors, and community partners, and plays a key role in upholding UWSC's values of professionalism, responsiveness, and community care.

The Role

1. Office Administration

- Develop, maintain, and document administrative processes.
- Maintain the organization's operational, board and committee calendars.
- Oversee and provide direction to office volunteers who support administrative projects.
- Oversee development and maintenance of internal operational and governance policies and procedures.

2. Office Operations

- Manage general communications to the organization, addressing email and phone inquiries and requests, and directing to other team members as needed.
- Prepare and mail correspondence, coordinate office mailings, and assist with mail merges as directed.
- Assist with the process for UWSC in-kind donations and grant cycles.
- Maintain office technology and supply inventory.
- Review, maintain, and update email distribution lists.

3. Board and Committee Support

- Develop, distribute, and compile agenda packets for Board, committee, and community meetings.
- Attend UWSC Board and Executive Committee meetings and prepare meeting minutes.
- Assist the President & CEO with the development and distribution of Board education materials.

4. Campaign Support

- Prepare and process leadership acknowledgment letters.
- Coordinate the schedule for preparation of campaign packets and mailings with the Resource Development and Marketing teams.
- Assist with entering donor information in the donor management system (Raiser's Edge) as needed.

5. Accounting Support

- Complete bank deposit slips.
- Complete packet verification processes in partnership with other members of the staff.
- Serve as a backup support for Accounts Payable processes as needed during annual campaign.

6. Community and Partner Agency Relations

- Maintain partner agency contact information listings.
- Assist with the development of annual partner agency contracts and forms; prepare and distribute contracts and oversee collection of all agency forms.
- Coordinate the annual partner agency meeting and follow-up activities and communications.
- Attend meetings and take minutes as assigned by the President & CEO.

7. Other

- Seek out and participate in appropriate professional development opportunities.
- Assist with UWSC events and activities as needed.
- Assist the President & CEO with special projects and other items as assigned.

The responsibilities listed are representative of the work performed in this position and are not intended to be exhaustive. Duties and responsibilities may evolve over time to reflect organizational needs.

Why You'll Love Working Here

We take care of our team. Here's what you can expect:

- Comprehensive health coverage, including employer-paid premium for medical, dental, and vision insurance for full-time team members
- Medical and Child Care Flexible Spending Accounts (FSA)
- Generous paid time off: 10 paid holidays, 3 weeks of vacation (with additional accrual over time), and 13 personal days annually
- Retirement plan with employer match
- Life insurance
- Long-term disability coverage
- Infant-at-Work program – a unique benefit that welcomes infants in the workplace
- Mileage reimbursement for work-related travel

What We're Looking For

We recognize that strong candidates come from a variety of backgrounds and experiences. If you meet some but not all qualifications and are excited about this work, we encourage you to apply.

Education

- **Required:** High school diploma or equivalent.
- **Preferred:** Associate's degree or higher.

Professional Experience

- **Required:** 1-3 years of successful experience in administrative support and office operations.
- **Preferred:** Experience in nonprofit organizations or human services fields. Experience in accounting, bookkeeping, or financial support.

Skills

You'll bring:

- **Exceptional attention to detail** – accuracy matters in everything from board minutes to donor records to financial documents.
- **Strong verbal and written communication skills**, with the ability to communicate clearly and professionally with a wide range of audiences, including members of the public, donors, board members, partner agency staff, and community partners.
- **Demonstrated ability to prepare clear, accurate, and professional written materials**, including meeting minutes, correspondence, and reports.
- **Dependability and follow-through** – the team and community count on this role to keep things moving.
- **Genuine interest in nonprofit work and human services, and a commitment to UWSC's mission** of building a stronger Story County.
- **Strong organizational skills and the ability to manage multiple priorities effectively.**
- The ability **to work independently, make timely decisions**, and operate effectively under pressure.
- **A collaborative approach** and the ability to work effectively with co-workers, volunteers, donors, partner agencies, and the general public.
- Proficiency in Microsoft Word, Excel, and PowerPoint.

Work Environment

This is primarily a desk-based, onsite role requiring regular use of a computer, written communication, and verbal collaboration with team members, community partners and the public. Core working hours are Monday through Friday, with the flexibility to choose your 8-hour workday between 7:30 a.m. – 5:00 p.m. This position is required to attend Committee and Board meetings, held two Thursdays per month at 7 a.m.

Who You'll Work With

This position reports directly to the President & CEO and collaborates closely with all UWSC staff members. The Administrative Assistant also regularly engages with board members, committee members, UWSC volunteers, donors, partner agency representatives, and the general public. This position may occasionally supervise office volunteers.

Application Process

Interested applicants should submit the following to unitedway@uwstory.org in PDF format, with “Administrative Assistant” and First & Last Name included in the file name:

1. Cover letter or professional statement
2. Resume

Need assistance applying? If you have a disability or experience any difficulty submitting your application, please call us at (515) 268-5142 – we’re glad to assist.

United Way of Story County is committed to pay equity and provides a comprehensive compensation package which includes salary and benefits benchmarking. Salary range will be shared with candidates prior to the interview process, or upon inquiry.

United Way of Story County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.