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Job title	Office Assistant
Reports to	Finance & Operations Manager

Job Summary

The Office Assistant performs routine clerical, secretarial and administrative work. In addition to answering telephones, receiving the public, providing donor assistance, data processing, and record-keeping, performs duties such as assisting in coordination of meetings, obtaining supplies, and working on special projects. Also, answers non-routine correspondence and assembles highly confidential and sensitive information for meetings and mailings. Deals with a diverse group of important callers and visitors as well as internal contacts at all levels of the organization. Independent judgment is required to plan, prioritize and organize a diverse workload.

Essential Functions

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

1. Develops and maintains office forms and assists with administrative tasks.
2. Answers central telephone system and directs calls accordingly.
3. Receives the public and answers questions, in person and by telephone; responds to inquiries from staff, donors, and others and refers, when necessary, to the appropriate person.
4. Prepares and delivers daily deposit and check requests.
5. Obtains necessary information and documentation from vendors and organizations.
6. Prepares outgoing mail; sorts and distributes incoming mail.
7. Duplicates and distributes materials.
8. Assembles routine mailings and coordinates bulk mailings.
9. Stocks and maintains hospitality bar in reception area.
10. Maintains and updates board manuals and grant committee binders.
11. Assists with logistics of Foundation functions such as board meetings, special events and committee meetings including logistics and distribution of materials and invitations.
12. Maintains digital and paper filing systems.
13. Maintains office supply inventory.
14. Runs errands as needed.

Competencies

1. Passion for Reno County, Philanthropy and Non-profit Organizations
2. Communications Proficiency – Written and Oral
3. Ethical Conduct
4. Technical Capacity – Microsoft Office and Industry Database
5. Time Management/Punctuality
6. Flexibility
7. Initiative

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

Physical Demands

This is largely a sedentary role; however, some filing and event set up is required. This would require the ability to lift files and boxes, open filing cabinets and bend or stand as necessary.

Position Type/Expected Hours of Work

This is a part-time position. Days and hours of work are Monday through Friday, 12 p.m. to 5 p.m. Flexibility is necessary as this position may require staying after 5p.m. due to meetings or attending events during hours outside of 12 p.m. to 5 p.m.

Travel

Local travel for events and meetings can be expected for this position.

Required Education and Experience

1. High school diploma.
2. One year of administrative experience.

Preferred Education and Experience

1. Associate's degree.
2. Two years of related experience.

AAP/EEO Statement

The Community Foundation follows an equal opportunity employment policy and employs personnel without regard to race, color, creed, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, marital status, genetic information, or non-job related factors in hiring, promoting, demoting, training, benefits, transfers, layoffs, terminations, recommendations, rates of pay, or other forms of compensation. Opportunity is provided to all employees based on qualifications and job requirements.

The Community Foundation promotes the full realization of this policy through a positive, continuing program of affirmative action. The Community Foundation is committed to equal opportunity for all applicants and employees in personnel matters including recruitment and hiring, benefits, training, promotion, compensation, transfer and layoff or termination.

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.

Signatures

This job description has been approved by all levels of management:

CEO _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____