



POSITION ANNOUNCEMENT

ADMINISTRATIVE ASSISTANT (PART-TIME)

Story County Community Foundation

For 14 years, the Story County Community Foundation has improved quality of life in our communities by promoting charitable giving, connecting donors with causes they care about and providing leadership on important community issues. The Story County Community Foundation facilitates and promotes private giving through the establishment of endowments, acts as a resource for nonprofit endowment building, and awards grants for the betterment of Story County.

PURPOSE OF POSITION

The Administrative Assistant will organize and coordinate office administration and procedures, in order to ensure organizational effectiveness, efficiency and safety. The Administrative Assistant is responsible for streamlining administrative procedures, inventory control, and providing administrative support to the Executive Director, Advisory Board of Directors, and committees. The Administrative Assistant assists with the Community Foundation's organizational programs, projects and events, donor correspondence, donor records/database management, board meeting preparation, and provides general assistance for the Executive Director, Advisory Board of Directors, donors, and other Community Foundation partners.

The person is an energetic professional who doesn't mind wearing multiple hats. Experienced in handling a wide range of administrative and executive support related tasks and able to work independently with little or no supervision. Well organized, flexible and enjoys the administrative challenges of working on a small staff.

CORE COMPETENCIES:

Customer Service | Database Management | Project Management | Office software | Adaptability | Initiative

QUALIFICATIONS

Must have an Associate's degree from a two-year college or business school, and at least two years related administrative assistant experience and program/project management, or equivalent combination of education and experience.

Excellent analytical and organizational skills; mature judgment and critical thinking ability; innovative problem solver. Must be able to manage multiple projects and tasks simultaneously and work both independently and in a team environment. Successful candidates will have an adaptable attitude, be a self-starter, detail oriented, creative, and require little regular supervision. Ability to read, comprehend, interpret, and analyze complex instructions, correspondence, and memos. Excellent interpersonal and communication skills and able to produce professional documents with minimal errors including punctuation, spelling, and grammar. Ability to effectively present information to staff, Advisory Board / committee members, fund advisors, and other community partners. Candidates should possess the ability to apply common sense understanding to carry out as well as develop instructions; excellent writing, proofreading and communication skills. Strong computer, database management and internet research skills are important.

SALARY

Salary is paid hourly and commensurate with experience. The Administrative Assistant is expected to work up to

approximately 1,250 hours per year with a flexible schedule of approximately 20-25 hours per week over the 12-month period.

APPLICATION PROCESS

The position will be filled as soon as a qualified candidate is identified. Interested applicants should submit their cover letter and resume to Sunni Kamp at skamp@storycountyfoundation.org .

The Employer is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.