

2020

**United Way of
Southeast Missouri**



Position Title: Part-Time Administrative Assistant

Reports to: Executive Director

Purpose:

Assist Executive Director (ED) and Team United with administrative duties in all aspects of the organization. Answer phones and greet guests; maintain office equipment and supplies; assist with distribution of information and mail; help as needed with campaign pledge entry into donation software; serve as scribe and distribute minutes from meetings; assist with other data entry, typing, reports, and presentations; help with events.

Duties and Responsibilities (included but not limited to):

- Answer phone calls, provide information to callers or connect callers to appropriate people, handle requests and queries appropriately
- Greet guests in a businesslike manner and provide general support to visitors
- Support managers and executive with daily clerical tasks
- Produce reports, create spreadsheets, presentations and briefs as needed
- Develop and carry out an efficient documentation and filing system
- Plan meetings, schedule appointments, update calendars and take minutes as needed
- Compose and type regular correspondence, invitations, and informative material
- Maintain office equipment
- Process mail and oversee all bulk mailings
- Process campaign pledges and payments as required
- Process Accounts Payable information as required
- Develop and maintain positive, effective working relationships with community leaders, volunteers, and staff
- Monitor office supplies and research advantageous deals or suppliers
- Represent the organization in community groups and committees as required and where appropriate, taking minutes when requested
- Communicate mission of organization when and where appropriate
- Help with community and fundraising events as requested
- Assist with additional operations of organization as requested by ED

Requirements:

- High School degree, plus 3-5 years proven experience as an administrative assistant or in other secretarial position
- Excellent verbal and written communication skills
- Full comprehension of office management systems and procedures
- Mastery of MS Office suite, correct spelling and grammar are critical
- Experience with Customer Database Systems
- Working knowledge of office equipment, such as printers and fax machines
- Strong organizational, filing, and time-management skills
- Ability to multitask and prioritize daily workload
- Discretion and confidentiality
- Must pass background check and demonstrate eligibility to be bonded.

Physical Demands: The physical demands and work environment characteristics described here are representative of those that must be met by a team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the team member is required to stand and walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, bend, or crouch; and talk and hear. The team member must lift and/or move up to 30 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: Working with United Way of Southeast Missouri is extremely rewarding and requires flexibility, an upbeat 'can-do' attitude, and a willingness to wear many hats, as we are a small team. United Way of Southeast Missouri is an equal opportunity employer. We embrace diversity and are committed to creating an inclusive environment for all employees and volunteers. Members of Team United have access to confidential information and must be trustworthy, honest, and dependable.
