

UNITED WAY OF MAHASKA COUNTY

JOB TITLE: Administrative Assistant

FLSA STATUS: NON-EXEMPT

DATE: January 2, 2019

General Function

Performs a wide range of administrative duties of a moderately responsible and complex nature for an assigned unit. Under moderate supervision, administers programs, projects and processes specific to the operating unit served. Serves as a liaison with others within and outside the organization regarding events, purchasing, personnel, facilities, information technology, and operations.

Key Areas of Responsibility

- Provides optimum support to United Way of Mahaska County by remaining aware of goals, providing ongoing communication, and organizing priorities to meet deadlines.
- Coordinates schedules, makes and tracks appointments, and arranges travel.
- Coordinates and arranges meetings, prepares agendas and materials, reserves and prepares facilities as needed, orders food/beverages and sets up, and overall assists with coordination and execution.
- Answers, screens, and directs incoming calls. Greets internal and external clients, donors, and volunteers, fielding routine questions and inquiries. Directs questions of a complex nature to the appropriate resource.
- Supports UWMC staff by assisting with copying, faxing, filing, mailing, and other tasks of a similar nature.
- Organizes and maintains confidential paper and online records systems, including connecting prospects and solicitors, applying recognitions, and entering soft credits/matching gifts, cleaning up donors, reviewing communications preferences, and updating deceased donors' records.
- Tracks and orders (and sometimes purchases in person) office (including postage) and campaign supplies (including badges and other event supplies) and arranges for equipment maintenance.
- Supports events: manages Oskaloosa Winter Open and Day of Caring, sets up event, registers guests at events, and sends boosts/reminders/confirmation emails, and prepares paper invitations for mailing.
- Supports donor engagement efforts, for example, sending birthday cards to donors, sending Thank Yous, and creating certificates.
- Support UWMC staff by participating in bi-weekly planning meetings.
- Support UWMC-wide projects and events as needed, for example, Campaign Cabinet, Kickoff, and more.

Supervisory Duties: None

Job Relationships with: Interacts with team members at all levels of the organization and volunteers (for example, at volunteer-led meetings and events).

Minimum Knowledge & Skills Required:

- High school graduate or its equivalent; some business school or college training with a major in secretarial science is preferable.
- Two years office experience, preferably in a secretarial/administrative capacity, is preferred. Experience with Microsoft office products (specifically Word, Excel, PowerPoint) is required.
- Work requires the ability to properly read and write well enough to type, edit, and proof general business correspondence and prepare reports.
- Position requires solid organizational, interpersonal, and communication skills.

Working Conditions:

- Normal office environment with little exposure to dust, noise, temperature, and the like.
- Ability to lift, up to 20 pounds.
- Occasional local travel to events within regional area.
- Extended viewing of computer monitor

Competencies: Communication skills, Relationship Building, Technologically Proficient

All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. The position description is not intended to be construed as an exhaustive statement of duties, responsibilities, or requirements. Team members may be required to perform any other job-related instructions as requested by their supervisor.