

Administrative Assistant Job Description 2017

Position: Administrative Assistant

Position Type: Part-time, Non-Exempt, 20 - 30 hours

Supervisor: Office Manager

Position Summary: Provide administrative support to finance, advancement, and program departments. Assist president and CEO with administrative support. Answer and direct calls for the entire office, coordinate meetings and calendars for staff, and act as the front-desk receptionist as needed.

Administrative:

- Answer main phone and direct calls to staff
- Serve as receptionist as needed
- Monitor Outlook office calendar
- Enter and maintain data in the Foundation's database (FIMS)
- Update online board portal with meetings/events as requested
- Open and distribute mail; take mail to box or post office at end of day
- Distribute interoffice mail for all staff
- Edit and transcribe documents for the president
- Enter weekly call reports for the president
- Assist with scanning and filing documents
- Monitor postage usage and assist with all mailings (i.e., stuff, seal, stamp, label, etc.)
- Photocopy and assemble packets and information kits
- Process monthly birthday/anniversary cards for staff signatures
- Assist president with board correspondence and scheduling
- Work with marketing department on mailings and writing/design of marketing materials
- Assist with special projects as needed

Meetings and Special Events:

- Provide support to office staff for all board and committee meeting preparation
- Coordinate scheduling of meetings and order food and beverages as needed
- Prepare mail and name badge merges for events
- Assist with any document preparation for committee meetings
- Attend committee meetings, prepare agendas, reports, and transcribe minutes as requested
- Track RSVPs for meetings and events
- Assist Advancement staff with annual Benefit

Qualifications:

- Two years related administrative experience
- Exceptional ability to prioritize numerous requests and projects to meet deadlines

- Not-for-profit experience a plus
 - Outstanding verbal and written communication skills
 - Proactive and observant work ethic
 - Willingness to assist all staff members as needed
 - Strong interpersonal and networking skills among diverse constituent groups
 - Highly organized and able to manage multiple projects simultaneously
 - Familiarity with database systems and ability to learn new technologies
 - Skilled with Microsoft Word, Excel, PowerPoint and Outlook
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To Apply: Email a PDF résumé to apply@dupagefoundation.org by July 14, 2017. All applications will be considered under the strictest of confidence. **No calls please.**

Hiring Policy: The DuPage Foundation considers applicants for all positions without regard to gender, race, color, religion, age, national origin, ancestry, disability, political affiliation, marital status, sexual orientation, or any other legally protected status.

The DuPage Community Foundation d/b/a DuPage Foundation raises the quality of life throughout DuPage County by fostering philanthropy, connecting donors to area needs and building community partnerships.