



*We're here for giving. We're here for good.*

## **Community Foundation of Wabash County - Administrative and Program Assistant**

November 2024

### **Position Description**

The Administrative and Program Assistant provides essential support to the Foundation, ensuring efficient daily operations, supporting board and committee activities, and assisting with programmatic and development initiatives. This position requires excellent organizational skills, attention to detail, and the ability to manage multiple tasks effectively while fostering a welcoming and professional environment.

**Status:** Part Time or Full Time, Non-Exempt

**Hours:** Regular office hours are 8:00-4:30 p.m. Requires availability outside of office hours on occasion.

**Compensation:** Pay based on skills and experience

**Reports to:** CEO

### **General Office Responsibilities**

- Receive visitors and answer phones, representing the Foundation in a friendly manner
- Handle all incoming and outgoing mail
- Monitor and order office supplies, print materials, and CFWC swag (pens, mugs etc.)
- Maintain up-to-date contact lists (elected officials, nonprofit directory, food resource list etc.)
- Handle meeting set up including technology, supplies, and food/beverages as needed
- Maintain conference room calendars
- Manage building maintenance and custodial services
- Other duties as assigned

### **General Board of Director and Committee Responsibilities**

- Administer board and committee meetings, including but not limited to sending meeting reminders and monitoring RSVPs, compiling agendas and meeting materials for distribution, attending meetings, taking minutes, and maintaining electronic files
- Maintain and update board and committee rosters and meeting schedules
- Other board and committee support as needed

### **Program Support (Development, Grantmaking, Scholarships, Imagine Early)**

- Coordinate mailings and other mass communication efforts
- Assist in event planning and provide logistical support (Phillys, Planned Giving Seminar, Investment Forum, Scholarship Awards etc.)
- Acquire a facility with the Community Foundation's software
- Facilitate communications with Community Foundation stakeholders
- Other program support as assigned

### **Qualifications and Skills**

- Demonstrated organizational and time management skills
- Exhibits professionalism
- Excellent verbal and written communication abilities
- Proficiency in Microsoft Word, Excel, and PowerPoint. Knowledge of Microsoft Publisher or Canva is preferred.
- Ability to and willingness to learn
- Ability to discern and maintain strict confidentiality
- Experience in administrative support, event coordination, or nonprofit work
- Ability to build relationships and treat others with compassion and empathy
- Passion for Wabash County