OFFICE ASSISTANT
Part-time averaging 20 hours a week

POSITION SUMMARY

The Office Assistant is a part-time member of the foundation’s staff and provides operational support to the staff and Board. The Assistant must enjoy working within a small, entrepreneurial environment that is mission-driven, results-oriented, and community-minded. The Assistant will embrace changing technology and adapt to emerging new responsibilities.

The Assistant has the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative and organizational skills, and the ability to handle multiple tasks and priorities. At all times, the Assistant conveys a friendly and professional demeanor. The Assistant must have the ability to work independently or with others on projects, from conception to completion, and must be able to work under pressure at times, handling a wide variety of activities and confidential matters with discretion. This position reports to the President & CEO.

PRIMARY TASKS

• Completes or assists in a variety of administrative tasks including:
  o managing a calendar of appointments and meetings
  o preparing and editing clean, concise, grammatically correct correspondence, communications, presentations, reports, and other documents
  o opening, sorting, and distributing correspondence
  o filing and retrieving documents, records, and reports
  o welcoming and assisting visitors
  o arranging and coordinating meetings, events, and conference calls
  o attending meetings to record, transcribe, and distribute minutes or notes of such meetings
  o managing a database of donors and stakeholders
  o ordering supplies.

• Serves as a fully-trained back-up to some accounting functions, capable of preparing check requests, making deposits, issuing receipts, running statements, and performing other necessary tasks that support and supplement the accounting functions.

• Researches, prioritizes, compiles, and prepares data for staff.

• Provides support in scholarship and grant applications and reviews, working closely with the Program Officer to ensure applications are complete and serves as a secondary contact for scholarship applicants and parents, and school administrators.

• Assists with events and special projects, as needed.

• Prioritizes needs, handles matters quickly and proactively, and follows through on project to completion, often with deadline pressures.

• Assists staff to prepare for Board and committee meetings.

• Works to maintain policy and procedures manuals, Board manuals, etc.
• Performs other duties, as assigned.
• Communicates task status with staff, if attention is needed when not scheduled to work.

SKILLS AND QUALIFICATIONS
• Standard office procedures and office management techniques; correct English grammar, punctuation, spelling, and proofreading; ability to operate standard office equipment; proficient in Internet research; and effective telephone techniques.
• Bookkeeping and basic accounting knowledge and experience.
• High-level computer literacy and proficiency with Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and social media web platforms. Experience using donor/client management software a plus.
• Excellent communication skills.
• Excellent planning and organizational skills, handling multiple projects at once, with a high attention to detail and accuracy.
• Ability to set priorities, define tasks, schedule and coordinate activities and functions, develop procedures and complete assignments, exercise independent thinking and good judgment, interpret policies, and maintain cooperative relationships in the course of work assignments.
• Ability to work under pressure and work a flexible schedule, when needed.
• Some college education preferred.

OTHER
The work schedule is on-site in Clemmons, NC and generally flexible within the hours of 9 to 5 PM, Monday through Friday. Weekday evening hours may be required occasionally for meetings. Wage is commensurate with relevant experience. After an orientation period, the successful candidate will be eligible to participate in the Foundation’s SIMPLE IRA plan. Part-paid holiday benefit. No other benefits are provided other than being part of a great team and rewarding and exciting community-based work. The Foundation is an equal opportunity employer.

Qualified applicants, please email your resume, cover letter, and wage requirements to sandi@shallowfordfoundation.org. Open until filled.