



## Administrative Assistant Position Description

### **About us:**

*Yakima Valley Community Foundation is a growing 501(c)(3) philanthropic organization. We are all about connecting people, resources, and ideas so the community we know and love thrives. The region served by our community foundation is the Yakima Valley and surrounding rural Central Washington which is rich in natural resources and diverse cultures all with a strong reliance on the land and water for economic prosperity and survival. We believe when equity is addressed our community will be stronger economically, healthier physically and mentally, and prepared educationally to thrive and meet the challenges ahead. We cultivate a diverse team and continually strive for an inclusive workplace culture where talented and compassionate people share a sense of belonging.*

We are hiring an Administrative Assistant to join our team.

### **Position Summary:**

Primary duties of the Administrative Assistant will be to handle general office tasks and administrative duties, such as directing communications between colleagues, donors, volunteers and others, organizing schedules and events, entering data, bookkeeping, greeting guests, and maintaining office equipment and supplies.

A good administrative assistant is the backbone of a well-run organization and as such will work as a team player handling a variety of duties to drive growth and help achieve the Foundation's mission, granting, and program goals.

The position reports to the Chief Financial Officer and works closely with the CEO, the Board of Directors, and the rest of the Foundation's team.

This is a full-time, non-exempt position.

Occasional early morning, evening, and weekend hours may be required.

### **Primary Responsibilities:**

#### **General Office Duties (30%):**

Manage incoming and outgoing mail, supply ordering, postage meter and other equipment maintenance, and greeting and providing visitor access through secure doors.

**Record keeping (20%):** Scan, copy and electronically file donor and granting documentation. Maintain board of directors and committee rosters, member profiles

and required annual documentation to be filed in MS Teams. Keep board profiles and communication preferences up-to-date in BoardEffect (software).

**Board of Directors Support (25%):** Work closely with the CEO, CFO and directors to create and post the quarterly board and committee agendas, meeting minutes, and supporting materials in preparation for board and committee meetings. Help establish and communicate the board and committee calendars, send calendar invites and reminders, and provide event set-up (Zoom or room) and support.

**Program Support (25%):**

- Work closely with the Grants and Programs team members as they manage projects and programs to benefit the community materials. This may include time tracking, meeting scheduling, email reminders, invoicing, project budget tracking and meeting and event support.

**We are looking for someone with:**

- At least 2 years' experience in an office setting
- Strong interpersonal and communication skills and excellent customer service required
- Ability to manage multiple tasks and meet deadlines on time with strong attention to detail
- Strong knowledge of MS Office products (Outlook, Word, Excel, PowerPoint) and preferably MS Teams
- The ideal candidate will be a team player who is energetic, organized, creative, and self-motivated and who wants to join our team to make a positive difference in our community.

**To apply:** Submit by email a letter of interest and your resume to: President and CEO, Yakima Valley Community Foundation @[info@yakimavalleycf.org](mailto:info@yakimavalleycf.org). In the subject line of the mail please state: Administrative Assistant Candidate

Closing date: October 10, 2022

The Foundation offers competitive wages and a comprehensive benefits package including health insurance, dental insurance, eye care insurance, life insurance, and a matching 401(K) contribution. Minimum starting wage is \$17/hour with the starting wage dependent on experience and skills.