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**Job Title:** Administrative Assistant

**FLSA Status:** Non-Exempt; 35 hours per week

**Location:** Station Square, Pittsburgh, Pennsylvania

**Reports to:** Vice President of Operations and Programs

**To Apply:** Send resume and references to [halle@compass-resources.com](mailto:halle@compass-resources.com) by Friday, March 15, 2013

**Summary**

The Administrative Assistant is responsible for the general administration of office operations of WGF. Responsibilities include, but are not limited to, reception, maintenance of daily office operations, providing service to WGF’s many ‘customers’, and providing administrative support to the CEO, Vice President, and Development team.

**Knowledge and Skills**

* Minimum 2 years of experience in a similar position. Associate’s degree in business or nonprofit management, or similar field required; bachelors preferred.
* Computer proficiency required including Microsoft Outlook, Microsoft Word, and Excel. Working knowledge of HTML is preferred.
* General business skills such as typing; data entry and review; and use of phone, copier, and fax.
* Excellent interpersonal and customer service skills necessary to effectively and professionally relay information to audiences of varied backgrounds.
* Verbal and written communication skills necessary to explain complex and/or confidential information.
* Time management and organizational skills necessary to manage multiple projects, appropriately prioritize workload, plan for resources to meet deadlines and goals, and respond to day-to-day functional needs.

**Essential Abilities**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Administrative Assistant must be able to:

* Exhibit a pleasant and welcoming demeanor both in person and on the telephone.
* Perform job requirements in an organized, efficient, and orderly fashion.
* Read, analyze and interpret correspondence and documents.
* Respond effectively to sensitive inquires and complaints.
* Write a clear, articulate, and accurate business letter or other correspondence.
* Define problems, collect data, establish facts, and draw valid conclusions.
* Perform basic technical troubleshooting skills.
* Take initiative and complete project assignments independently and on‐time.
* Develop effective methods for proofing and quality review to ensure all aspects of work are completed correctly and on time.
* Possess a high-level of initiative, follow-through and accountability for actions.
* Ability to maintain high degree of privacy and confidentiality.
* Work without supervision in a small office environment.
* Lift and/or move up to 30 pounds.
* Specific vision abilities required by this job include close vision and the ability to adjust focus.
* Work occasional evening and weekend work hours at various times throughout the year, in particular supporting WGF and community events.

**Primary Administrative Duties: First point of contact for anyone interacting with WGF**

* Meets & greets all visitors coming into the office, calling via phone, and emailing Foundation general mailbox, in a warm and friendly professional manner. Answer general inquiries about WGF via phone and email**;** route advanced level questions to the appropriate team member.
* Prepare outgoing mail and correspondence for all WGF departments, including letters, email, mailing labels, and faxes, utilizing Mail Merge when necessary.
* Ensures the efficient daily operation of the office and department functions, including inventory, purchasing, and maintenance of supplies and equipment.
* Collect mail daily and disseminates to appropriate staff. Review and respond to general inquiries.
* Coordinate the scheduling of meetings and calendar for CEO, Vice President, Director of Philanthropic Engagement and Board of Directors.
* Establish and maintain an effective filing and retrieval system of critical and often confidential paper and electronic information, reports, records and miscellaneous files.
* Receive, organize and track discretionary grant applications and maintain relevant filing system
* Create reports, presentations, website posts and social media posts, including researching, compiling and/or developing necessary content, information, and materials.
* Utilize time management skills and initiative to assist other team members with projects as assigned.

**Development Department: Provide administrative support to development team**

* Accurately enter donor and donation information into database tracking system and run reports at the request of the Development team.
* Compose donation acknowledgement letters, process for mailing, and maintain accurate filing systems.
* Assist Development team with donor cultivation efforts, including birthday cards, Leadership Circle gifts, and other recognitions.
* Manage administrative functions for both large and small fundraising events including logistics, speakers, RSVPs, nametags, and related materials.
* Coordinate and attend small-scale events on behalf of WGF, which may include some collaborative work with WGF colleagues, partner organizations, and/or grantees.

**Communications: Coordinate communications committee & related work**

* Maintain communications calendar & review regularly with full staff.
* Schedule and coordinate communications committee meetings in conjunction with Committee Chair; prepare and make ready all necessary materials for communications committee meetings.
* Post articles, materials, and links to our website and/or social media on a timely and efficient basis on behalf of WGF team members or colleague organizations.
* Layout electronic newsletter and send to member base monthly.
* Proofread and edit outgoing communications on behalf of other team members.
* Conduct basic technology troubleshooting and serve as liaison with external technology support for computers, copier, and postage equipment.

**Board of Directors Support: Serve as primary coordinator of all Board of Directors activities**

* Communicate, via e-mail or phone, with staff and board members regarding Board of Directors Meetings (including but not limited to scheduling meetings, sending reminders, collecting RSVPs, distributing electronic files, answer questions).
* Logistics surrounding preparations during the day of Board Meeting (including but not limited to booking conference room, reserving conference call line, ordering catering, arranging projector and laptop, making sure any additional supplies needed are available at all meetings).
* Coordinate materials for, and prepare and distribute quarterly board packets.
* Take minutes during Board of Directors Meetings and prepare for inclusion in board packets.