

JOB TITLE: Office Administrator
EMPLOYED BY: President & CEO
RESPONSIBLE TO: Chief Financial Officer
STATUS: Regular Exempt Employee

PURPOSE OF POSITION: This position serves as the central office key contact, host and first impression of the Foundation. The position is responsible for the overall appearance of the central office, administration of all aspects of the central office and use of the conference facility. This position also provides administrative support to others in the organization.

Principal Responsibilities:

Reception and Facilities Management

- Creates an atmosphere of hospitality and maintains an orderly appearance within the office
- Greets visitors and offers seating and refreshments
- Develops good relations with all Foundation constituencies including guests, donors and affiliate staff and local boards and serves as a primary contact
- Oversees smooth handling of telephone calls, providing information or referrals to appropriate staff
- Administers the phone and security systems, updating extensions, activating voice mail options, etc.
- Maintains, orders, and organizes all office supplies, kitchen and restroom supplies, and other office items
- Oversees maintenance of the office and office equipment such as copiers, fax machine, postage machine
- Schedules usage of conference center
- Oversees cleaning service, document storage, recycling, and shredding
- Runs and empties dishwasher and coffeemaker daily

Office Administration

- Maintains office calendar
- With another staff member, opens and routes the daily mail and creates required records
- Posts and delivers mail each day
- Provides administrative support as needed, including copying, mailing, and travel arrangements
- Assists with data entry and routine reports
- Manages bulk mail account and check requests when required to add funds to the bulk mail account
- Supports bulk mailings such as creating labels, folding, stuffing and posting
- Manages petty cash transactions and submits quarterly reports to finance office

Event and Workshop Assistance

- Coordinates hostess duties for guests
- Coordinates logistics for all meetings and trainings (food, lodging, supplies, etc.) and maintains attendance records

Knowledge, Skills and Abilities Required

- Excellent organizational skills and ability to keep a professional office tidy
- Excellent oral & written communication skills
- Ability to effectively present information and respond to questions from constituencies
- Ability to prioritize assigned duties and to manage multiple assignments within time constraints
- Expertise with Microsoft Office products
- Desire to serve the Foundation and its mission