

ADMINISTRATIVE ASSISTANT

Job Overview and Requirements

Are you ready to apply your organizational and administrative talent to the leadership and growth of an innovative, philanthropic nonprofit? Do you want to work for an organization that connects people and resources to causes that strengthen and build our community in Jackson County? Do you want to have a lot of fun, be inspired frequently, and make a significant impact? The Jackson Community Foundation (JCF) is looking for a part-time **Administrative Assistant** to support our experienced team to build and develop our impact in the Jackson Community.

Our story

JCF is experiencing a growth spurt in both assets and relationships. We need an experienced Administrative Assistant who can work with the rest of our small but mighty team to support our work in the community. With support from the President & CEO and the rest of the team, this person will handle various administrative tasks including guest reception, meeting scheduling, providing confidential administrative support to the Foundation Staff and Board, and joining us in living our mission values every day at work.

Reports To - President & CEO

Essential Skills, Abilities & Duties

Administrative Support (90%)

- Provide exemplary customer service and manage front desk operations.
- Database management activities, such as creating and updating contact and donor information.
- Manage multifaceted logistics and calendars for meetings and conferences, including travel in support of the President & CEO with general guidance in terms of overall objectives.
- Frequently compose, finalize and distribute complex correspondence, legal documents, reports and other documents, using experience and judgment to determine what should be included in each document.

- Prepare with President & CEO, Operations Director, Board and/or Committee Chairs or designated staff meeting agendas.
- Distribute Board, Committee and community contracted meeting materials, oversee the transcription of all meeting minutes and follow-up materials.
- Maintain Board, Committee Member, and Staff contact information, files, and records including the annual member profile policy and consents.
- Provide backup for other specific tasks as needed.
- Work cooperatively with the Grant Program Director and Scholarship and Youth Program Director to provide support with the organization and facilitation of the JCF grantmaking and scholarship processes, as needed.
- AkoyaGO data management: Act as a superuser for the JCF team.
- Coordinate incoming mail daily, including dissemination to JCF team as appropriate.

General Operations (10%)

- Provide administrative support to all staff with office tasks, including but not limited to, answering the phones, event planning, fundraising, annual reports and various projects.
- Actively engage in maintaining akoyaGO, including preparing reports, and keeping records current and accurate.
- Conform with and abide by all regulations, policies, work practices and instructions.
- Participate in ongoing training and education.
- Perform other duties as assigned.

Our Hiring Process and Timeline

- Send your resume and cover letter to mmoser@jacksoncf.org **no later than Monday, February 3, 2025, at 5:00 PM**
- We will conduct short phone interviews on a rolling basis throughout the timeline and begin in-person one-hour interviews.
- Finalists will be invited to a second-round one-hour interview and asked to submit at least two references.
- JCF is an equal opportunity employer. We do not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of our activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our staff, board, volunteers, partner organizations, grantees, scholarship recipients, donors, and vendors.

Essential Experience and Knowledge

- A great sense of humor and grace!
- A minimum of two years of work experience as an Administrative Assistant, community foundation or non-profit experience preferred
- Able to attend limited evening and weekend events
- Commitment to our mission, vision, and values of acting with Integrity & Transparency, Embracing Diversity & Inclusion, Advancing Equity, and Inspiring Partnerships, Collaboration & Collective Impact
- Excellent communication skills, both written and verbal
- Proficiency with Microsoft Office, Adobe Pro, Survey Monkey, JotForm, akoyaGO and other related software programs
- Experience managing multiple assignments/projects and conflicting priorities with the pressure of short, demanding deadlines in a fast-paced environment
- Flexibility and adaptability, able to shift styles to fit the needs of a wide range of cultures, people, and organizations
- Enthusiasm and understanding of the Foundation mission, vision and values.
- High emotional intelligence, able to easily develop deep, trusting relationships with diverse individuals from many different backgrounds
- Ability to take initiative, work independently, and work as a member of a team
- Love of continuous learning

Compensation and Benefits

- Pay range of \$20 to \$23 per hour based on experience
- Looking for a non-exempt position, Part-time, working 20 hours per week. We believe in work-life balance, and are committed to keeping the workload in alignment with the true hours worked
- For all employees, we offer up to a 5% match for our 401K