

Title: Administrative Assistant **Status:** Full-time **Reports to:** President

Overview: The Administrative Assistant will provide administrative support for the United Way of Davidson County. Duties include database management, maintenance of Campaign financial records, ordering office materials, typing, filing, maintaining campaign account records, and reception duties. The Administrative Assistant serves as the liaison between nonprofits in the community and United Way.

JOB REQUIREMENTS:

- Perform administrative tasks including receptionist duties, composing and typing letters, filing documents, scanning documents, making daily bank deposits, preparing mailings and maintaining mailing lists. Create correspondence, memorandums, reports and materials as needed. Assist with preparation of United Way Campaign and promotional materials.
- Assist in preparation for various meetings to include correspondence, scheduling meeting facilities, notifications, follow-up calls and documentation of attendees. Compile and collate information for Board of Directors and Executive Committee meetings. Attend Board and Executive Committee meetings, taking minutes of the meetings.
- Perform a variety of financial duties as assigned by the President of the United Way and the Finance Manager.
- Coordinate and oversee agency partnerships and oversee any special Campaign projects under the direction of the President of United Way.
- Represent the United Way of Davidson County at organizational and community related meetings as appropriate.

QUALIFICATIONS:

Required Skills:

- Excellent verbal, written, and oral communication skills required.
- Excellent professional, interpersonal and customer service skills required.
- Ability to work in a team environment, prioritize multiple tasks, exercise good judgment, meet deadlines and work under pressure in a fast-paced setting is required.
- Ability to be a self-starter and accurately complete tasks with minimum direct supervision.
- Possess strong phone skills with a comfort level, seek answers, do research and follow-up for other staff members.
- Must be organized and punctual.

Qualifications:

- 3-5 years administrative experience
- Associate degree or equivalent preferred
- Proficient in various and appropriate software applications (i.e. Word, Excel, PowerPoint, Donation Tracker, Outlook and Internet).

Requirements:

- Valid driver's license, automobile/vehicle, vehicle insurance.
- Must be able to work beyond normal work hours and on weekends, as needed.
- Participate in professional growth opportunities, as indicated and available.

GIVE. ADVOCATE. VOLUNTEER.

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