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*Connecting People Who Care With Causes That Matter*

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## **Sandusky County Communities Foundation**

### **Job Description**

<b>Job Title:</b>	<b>Administrative Assistant</b>
<b>Class:</b>	Part-Time, Hourly, Non-Exempt
<b>Hours:</b>	25 Hours per week
<b>Compensation:</b>	\$18 an hour
<b>Benefits:</b>	25 hours of PTO annually
<b>Reports to:</b>	Executive Director

### **Qualifications:**

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| <b>Education:</b>  | Associate's Degree preferred   |
| <b>Experience:</b> | Minimum 2 years relevant administrative experience. Nonprofit knowledge preferred. |

### **General Summary:**

Sandusky County Communities Foundation is dedicated to enhancing the well-being of the people and communities of Sandusky County by managing permanent investments for philanthropic goals. The Foundation is seeking an energetic administrative assistant to join our small team.

SCCF is seeking an organized and proactive Administrative Assistant who will perform the daily work of the office and provide administrative support to the Foundation Executive Director, and organizational activities for the Foundation office, and the Board of Directors. The position will report to the Executive Director and is responsible for the smooth operation of the office, including, but not limited to, phones, filing, social media, bookkeeping, CRM database, assisting with management of grant and scholarship programs, events, and helping prepare for and attend Foundation meetings. The ideal candidate is detail-oriented, values-driven, and committed to SCCF's mission. Has a passionate commitment to the philanthropic sector and the betterment of the community served by the Foundation.

### **Duties and Responsibilities:**

- Oversee day-to-day office operations, ensuring a professional and efficient workplace.
- Create a friendly and welcoming atmosphere by greeting visitors and managing incoming calls.
- Provide administrative support, including scheduling, correspondence, and document management.
- Manage calendars, prioritize tasks, and coordinate logistics for meetings and events.
- Help proofread materials, prepare mailings, social media posts, and reports, as directed by the Executive Director and Marketing Committee.
- Maintains CRM and other computer databases by entering, retrieving, or editing information in a timely manner. Including maintaining and updating Foundation mailing lists, donor records, and grantee files on a timely basis.
- Assist with developing and ensuring appropriate internal controls are in place for the organization, including efficient processes for accounting functions such as invoices and check writing upon proper approval, posting of deposits, payroll, account reconciliations, etc. Prepare corresponding documents and enter information into fund accounting software.



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- Oversight of Foundation policies, including investment income, management fees, and spending policy.
- Preparation of financial reports may include the following:
  - Work alongside the Treasurer to prepare financial reports for board, executive, and finance committee meetings and an analysis of finances.
  - Review the bank and investment statements and reconcile accounts in fund accounting software.
  - Review transactions for appropriate posting.
  - Prepare donor reports and statements.
  - Assist with the preparation of the 990 and audit.
- Assists in reviewing grant and scholarship applications for completeness and/or eligibility. Prepare the corresponding documents.
- Prepare agenda packets for attendees of board meetings, committee meetings, or other Foundation meetings. Takes minutes at meetings, as assigned.
- Perform all other duties as assigned.
- May occasionally attend meetings/events outside of normal business hours

#### **Knowledge, Skills, and Abilities Required:**

- Ability to utilize Microsoft Office 360, Google Drive, Canva, and other word processing, presentation, spreadsheet, and database applications. Along with the ability to operate office equipment.
- Knowledge of operation and administration of office support functions to assume administrative details, plan and prioritize work, and coordinate schedules and meeting arrangements. Familiarity with charitable foundation policies, procedures, and structure to oversee and conduct assigned programs and projects is a plus.
- High-level interpersonal skills are needed to develop and maintain cooperative working relationships with a variety of influential individuals and serve as a resource.
- Self-disciplined, self-starting style, accustomed to working without direct supervision but capable of working with others.
- Ability to maintain confidentiality of information and materials that may be highly sensitive.
- Driver's license and reliable transportation to travel to various meetings, community functions, or other errands as assigned.
- Must pass an FBI and Background Check.
- Sitting, standing, stooping, and lifting up to 20 pounds are required.

#### **Compensation and Benefits:**

This position is a professional, part-time staff position with an opportunity for future growth. Hours can be flexible between 8am and 5pm in office Monday through Friday. Occasional evenings or weekends may be required, and hours can be flexed to accommodate.

#### **How to Apply:**

Qualified candidates are encouraged to submit a cover letter and resume to [director@sanduskyccf.org](mailto:director@sanduskyccf.org). Applications will be accepted until the position is filled.