



JOB DESCRIPTION

Position: Administrative Assistant
Responsible To: Chief Executive Officer
Status: Full-time, Non-Exempt

Mission: To promote philanthropy in Shasta and Siskiyou Counties by connecting people who care with causes that matter.

Vision: Leaving a Legacy in your community now and in the future.

Created by and for the people of Shasta and Siskiyou counties, Shasta Regional Community Foundation is a tax-exempt charitable organization working to enhance the quality of life for all people in the North State region. Founded in 2000, the roots of the Community Foundation can be found in the passions of a group of residents concerned with the well-being of future North State generations. Today, the Community Foundation services the region by building permanent endowments, addressing needs through grantmaking and by providing community leadership.

Primary Duties:

Under the direction of the Chief Executive Officer, the Administrative Assistant's primary responsibilities are 1) to provide a positive and professional response to the public in all settings (office, phone, meetings, etc.) and 2) provide necessary clerical support first to the Chief Executive Officer and then staff as directed.

Responsibilities:

Office Operations

- Answer and facilitate all incoming phone calls
- Open/distribute mail and process all outgoing mail
- Maintain office appearance
- Assist in processing large volume mailings
- Maintain organizational files as directed
- Prepare conference room set up for meetings
- Keep track of inventory and order office supplies
- Maintain master office/staff calendar
- Make travel arrangements for Staff and Board as necessary
- Maintain, update and coordinate board packet on extranet
- Maintain RSVP lists for meetings and events as necessary
- Assist in scheduling meetings and events as necessary
- Assist Program Associate with building issues as needed
- Research and file copies of SRCF related news in media
- Maintain FIMS database (including all donors, prospective donors and professional advisors)
- Assist in various aspects of SRCF activities as needed
- Run errands as needed
- Manage organization's subscriptions and dues
- Other duties as assigned





Board/Committees

- Create Board meeting agendas and packets with assistance from CEO
- Take and prepare Board meeting minutes (CEO to review)
- Help create Committee agendas and meeting materials as needed
- Take and prepare Committee meeting minutes when available to attend meetings (Committee Chair to review)
- Help create Shasta Regional Community Real Estate Foundation (CREF) Board agendas and packets with assistance from CEO
- Order meals for Board and any other meetings as necessary

Donor Services

- Prepare acknowledgment letters for all donations received
- Assist with fund statement mailings

Accounting

- Log all money received
- Assist in processing Accounts Payable (entering all invoices & obtaining signatures for checks)

Grantmaking/Scholarships

- Administrative support for due diligence checks
- Assist with the upload proposals and applications into FIMS
- Assist Program Officer and Program Associate when needed
- Prepare contracts, denial letters and other correspondence as necessary
- Assemble new grant files in file cabinet

MINIMUM QUALIFICATIONS:

- High school graduate, bachelor's college preferred
- Professional dress/attire required
- Personable
- Maintain strict confidentiality
- Strong attention to detail and ability to produce error-free work
- Ability to work with disruptions
- Various communication skills (written, verbal and telephone etiquette)
- Organized
- Take initiative
- Ability to work efficiently
- Ability to work in a team or independently
- Basic operating knowledge of phone systems, copy machine, computers, postage meter, fax
- Proficient in current Microsoft Office Suite
- Internet savvy
- High level of interpersonal skills, including handling confidential and sensitive issues
- Commitment to the mission and values of the Foundation
- Must possess a valid California driver's license and provide proof of auto insurance
- Must be willing to complete and sign the CA DMV Employer Pull Notice Program Waiver (INF 1101) for authorization for release of driver record information

