Office Assistant Job Description

Waterloo Community Foundation

The Waterloo Community Foundation seeks a professional, confident person to support the Executive Director with general office duties. The position is a flexible 10 hour per week position at the Foundation’s office, 425 Cedar Street, Suite 320. The hourly rate of pay is $15.

Candidate will exercise tact, good judgment, dependability and confidentiality; be self-motivated; able to work independently and be a good team member with staff, board members, volunteers and community partners; excellent attendance; able to maintain strict office and client confidentiality and excellent time management skills.

1. General Functions
2. Design and maintain office filing system
3. Edit and update spreadsheets
4. Update website
5. Create newsletter format
6. Create database for newsletter
7. Prepare donor acknowledgement letters
8. Design fliers
9. Prepare for monthly board meetings
10. Maintain office supplies
11. Manage competitive grant process
12. Other duties as agreed to.
13. Job Requirements
14. High school diploma or equivalent required. Previous experience working in a non-profit is highly desirable.
15. Requires advanced computer skills and proficiency with Microsoft Office, Excel, email, and internet navigation.
16. Requires skill in written and oral communication, problem solving, information management, and experience with graphic design.
17. Ability to manage and maintain details to ensure efficient and speedy completion of projects and activities.
18. Ability to work with minimal supervision.
19. Proficient with office equipment such as computers, printers, scanners, copiers, etc.
20. Respect for diversity in internal and external client base.
21. Maintains confidentiality.
22. Desires to work with the public, excellent customer service skills.

Other:

1. Position reports to Executive Director.
2. Employment pending approval of state-required background check.

Position Benefits:

1. Opportunity for personal growth and career development in a dynamic, positive, education environment.

Physical Requirements:

Mobility to accomplish position requirements. Unimpeded or corrected vision and hearing for general office work and interpersonal interactions. Ability to meet physical requirements of the position, including lifting/moving at least 35 pounds, use of office equipment, able to work indoors, and walking and/or standing for 2 or more hours for programs and meetings.

*WATERLOO COMMUNITY FOUNDATION is committed to providing equal opportunity for all employees and applicants without regard toage, race, color, creed, sex, national origin, religion, disability or veteran’s status or any other characteristic protected under federal, state or local law.*