

Westfield Foundation seeks part-time Office Administrator

The Westfield Foundation is seeking a part-time Administrator to support the Foundation's day-to-day operations. We are looking for an energetic, self-motivated, forward-thinking, and highly organized individual who takes initiative and is comfortable managing a variety of responsibilities.

The ideal candidate is proficient in Excel, Word, and Google Workspace and comfortable learning our internal platforms. Working closely with the Executive Director, the Administrator manages grant and scholarship administration and supports communications, marketing, recordkeeping, and organizational planning.

For the right candidate, there is significant opportunity to grow within the role, take on larger projects, and assume increased responsibility over time.

Day-to-Day Operations: The Administrator will be responsible for supporting the day-to-day operations of The Westfield Foundation, which include general administrative tasks.

Software Proficiency: Proficiency in Microsoft Excel, Word, Google Docs, and the ability to learn internal database systems is required. The Administrator will need to work with various software tools for data management and document creation.

Scholarship and Grants Support and Administration: The Administrator will assist in managing scholarship and grant-related issues. This may include creating and organizing materials for the Board to review, coordinating with applicants, and ensuring compliance with grant guidelines as well as overseeing grant and scholarship payments.

Communication: Developing electronic communications to the Board and maintaining external correspondence related to grant cycles and scholarships. Clear and effective communication is crucial in this role.

Board Meetings: Keeping and distributing minutes from Monthly Board Meetings is an essential responsibility in order to document decisions and discussions within the organization.

Financial Tasks: Supporting our Accountant with Quarterly and Annual Fund Statements and distributing to our Fundholders.

Vendor Management: Supporting our Accountant with managing, coordinating, and processing payments with office vendors to ensure the smooth functioning of day-to-day operations.

Overall Planning and Record-keeping: The Administrator is expected to contribute to the overall planning of Foundation activities including board meetings and annual events, and maintain records related to those responsibilities.

This position reports directly to the Executive Director and offers a flexible hybrid schedule, averaging 10–15 hours per week. Compensation starts at \$27 per hour, with the potential for a higher rate based on experience. This part-time position is not eligible for benefits.

Please provide cover letter and resume to: kathryn.curran-darcy@thewestfieldfoundation.org