



Job Title: Administrative Assistant
Job Type: Full-Time; Nonexempt
Reports to: Sr. Director of Community Investment and Operations

Purpose

Waco Foundation is a charitable organization provides grants and other charitable services in McLennan County, Texas. The Administrative Assistant provides ongoing support to the **Sr. Director of Community Investment and Operations** as well as the administrative work of the Foundation.

Nature of Work

Work at Waco Foundation is highly suited for the individual who has a passion for improving the world and particularly the local community, working very hard, problem solving, personal growth, and working with others.

A Successful Candidate Will Have:

- Passion for service/community work, learning, problem solving and a fast-paced schedule;
- Bachelor's degree required from an accredited college or university or equivalent experience as determined by the Foundation;
- Intermediate to advanced knowledge of Microsoft Office and Windows;
- Must possess the highest ethical standards, honesty, integrity, professionalism, politeness, courteousness and the ability to appropriately protect confidential information;
- Interest in being a part of a highly-skilled, hard-working team;
- Ability to work independently, take initiative and to meet deadlines;
- Excellent analytical and organizational skills and the ability to multi-task;
- Understanding of the nonprofit sector and community needs
- Strong interpersonal skills, including excellent verbal and written communication skills;
- The ability to relate well to and understand a wide variety of people that comprise Foundation constituencies;
- Professionalism, diplomacy, flexibility, strong attention to detail;
- A positive attitude, dedication to quality and accuracy and an ability to work well with co-workers in a small office; and
- Reliable transportation

Work Hours:

Monday through Friday 8:30 a.m. to 5:00 p.m. with a one (1) hour lunch (with the possibility of variation in start time)

Pay Rate:

Commensurate with education and experience. This position is non-exempt and compensated hourly based on hours worked. The Foundation pays full health coverage for full-time employees. Employees are eligible for the Foundation's retirement program following the completion of one year of service and 1,000 hours worked.

Job Structure:

The Administrative Assistant's work responsibilities will include, but are not limited to, the following:

Supporting the Senior Director of Community Investment and Operations (70%):***Grants & Administration Activities***

- Assist nonprofit applicants, grantees and Foundation staff with grants software needs (technical assistance, application modifications, report compilations, etc.);
- Draft emails, correspondence, and information pieces on behalf of staff. Review, edit and revise content needed for correspondence and reporting;
- Help with the onboarding of new hires and management of files for student workers, and other HR/operations related activities;
- Help with the upkeep, conformance to and editing of Foundation policies and procedures;
- Develop and/or refine filing and record keeping systems (e.g. capacity building, mission work);
- Provide administrative support, including filing, scanning, typing and, data entry; tracking of expenses and invoices;
- Manage and coordinate the calendar for the Director and any related group or organizational meetings;
- Coordinate travel, lodging, and registration of professional development events;
- Other duties as assigned/as identified

Program Activities

- Assist with facilitating the set up and delivery of Capacity Building Program workshops, trainings, meetings and related activities including invitation and agenda development, event registration and evaluation, correspondence with venue/contractor staff and caterers (experience with Adobe InDesign is helpful but not required);
- Facilitate the development, creation and placement of content and the delivery/distribution of the newsletters (McLennanNonprofits.org, Racial Equity) as well as maintenance and update of the relevant resources via the website or Dropbox;

- Assist with facilitating the meetings, agendas and activities of the Today's Action Tomorrow's Leaders (TATL) Steering Committee and, as needed, LeadershipPLENTY Institute-Waco and related website.

Supporting the Executive Office & Administrative Work of Foundation (30%):

- Provide quality reception for live guests and callers to the Foundation and MAC College Money Program;
- Facilitate the distribution of mail and other checks and balances;
- Work with the Finance & Administration Coordinator to prepare gift acknowledgement and grant letters;
- File and maintain fund files: Gift and grant letters, donations received, quarterly fund statements, amendments to fund agreements and any correspondence or notes related to such fund;
- Ensure that the Foundation's equipment is functioning properly daily;
- Assist with maintenance of donor and nonprofit profiles and contacts in the Foundation's databases, especially with routine data entry updates;
- Support the Executive Office and Strategic Initiatives Coordinator in the preparation of Board and Committee meetings (catering, material preparation, etc.);
- Help maintain the office environment (equipment, kitchen, work spaces);
- Help with general foundation filing/records, furnishings and storage needs.

Waco Foundation is an equal opportunity employer and encourages diverse candidates to apply.

Interested candidates should complete an application and email it with a cover letter and their resume to Nicole Wynter, Sr. Director of Community Investment & Operations, at nwynter@wacofoundation.org with the subject line "Administrative Assistant Position - Mission."

Disclaimer Clause (to be completed once offer extended and accepted):

I have read the job description and understand the information contained in the job description. I further understand that this job description is not intended to and should not be construed as an exhaustive list of all the responsibilities, skills, efforts or physical requirements/working conditions associated with this job. I may be required to perform additional tasks necessary to meet standards of quality service.

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____