



Job Title: Executive Office & Administrative Student Worker
Job Type: Part-Time; Nonexempt (20 hours/week)
Reports to: Executive Office & Strategic Initiatives Coordinator
Date of Job Description: April 18, 2019

Purpose

Waco Foundation is a charitable organization that provides grants and other charitable services in McLennan County, Texas. The Executive Office & Administrative Student Worker position is a part-time position that supports the Foundation's Executive Office & Strategic Initiatives Coordinator in managing the Executive Office.

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.

This Student Worker position is ideal for a college student looking for part-time work who is interested in learning about the nonprofit sector and the workings of an executive or administrative office.

A Successful Candidate Will Have:

- Passion for community work, learning and problem solving;
- Ability to work independently, take initiative and meet deadlines;
- The highest ethical standards of honesty, integrity, professionalism, politeness, courteousness and ability to appropriately protect confidential information;
- Excellent analytical and organizational skills
- Ability to accept constructive criticism from superiors and coworkers with humility and maturity and to implement changes;
- Strong interpersonal skills, including excellent verbal/written communication skills;
- The ability to relate well to and understand a wide variety of people that comprise Foundation constituencies;
- Diplomacy, flexibility and attention to detail;
- A positive attitude, dedication to quality and accuracy and an ability to work well with co-workers in a small office;
- A minimum 3.0 GPA;
- Reliable transportation.

Work Term and Hours:

The position is part-time with the Student Worker working an average of 20 hours per week. Employment is at will, enabling the employee or the employer to terminate the employment relationship at any time, with or without reason. The employment term for this position is intended to include the summer months; however, may be extended to the Fall and/or Spring semester at the Foundation's sole discretion. Foundation business hours are Monday through Friday, 9 a.m. to 5 p.m.

The Executive Office & Strategic Initiatives Coordinator will conduct a performance evaluation with the Student Worker 30 days after hire date, at the mid-point or employment period, and at the end of the employment period.

Pay Rate:

Entry-level, part-time pay commensurate with education and experience.

Job Structure:

The Student Worker will be trained in basic office skills and communications and will have access to a computer and workstation. Daily and weekly work responsibilities will include a mixture of routine administrative work and broader projects. Specific tasks for the Student Worker will include, but are not limited to, the following:

- Supporting the Executive Office & Strategic Initiatives Coordinator, especially in research and preparation of materials for presentations, projects and meetings;
- Drafting emails in advance of and following meetings to facilitate efficient and clear communication;
- Supporting the development of an excellent system of filing which provides accurate and timely information to the Executive Director;
- Assisting in maintaining the Foundation's Board portal;
- Assisting in the coordination of the group travel of teams from Waco that are participating in conferences and trainings;
- Assisting in a contacts reorganization project;
- Supporting the Executive Office and other directors in developing financial reports to project costs and manage budgets efficiently;
- Along with other student workers and administrative staff, support kitchen and reception duties (answering phones, welcoming and directing visitors, taking messages, setting up for and cleaning up from meetings, etc.);
- Periodically helping other Foundation staff and student workers with projects outside the Executive Office
- Conducting special projects and other duties as assigned.

Training Opportunities:

Waco Foundation Student Workers are periodically given the opportunity to attend valuable training events in community foundation work. These may include training in grantmaking, donor relations, nonprofit management and/or board service, and will usually be Foundation sponsored events for the community-at-large. The Student Worker is encouraged to work and attend these events during their time as a Student Worker whenever their schedule and workload allows. Attendance at an event in itself will not be paid, but if a Student Worker works during the event (helping with setup, registration, tear down, etc.), then the Student Worker will be paid during that time.

Application Instructions:

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 Laura Allen, Executive Office & Strategic Initiatives Coordinator, at lallen@wacofoundation.org.

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: _____