

JOB TITLE: Community Impact Administrative Assistant

Exemption Status: Non Exempt

GENERAL FUNCTION

The Community Impact Administrative Assistant will help United Way maximize its ability to improve people's lives by supporting the daily work of the Community Impact Department and the networks and initiatives in Health, Education, and Financial Stability. Key support of the 21st Century Community Learning Center grant and team.

KEY AREAS OF RESPONSIBILITY

Administrative Duties

- Provide high level and general administrative support.
- Assist with special projects and initiatives.
- Maintain calendars; schedule meetings; and coordinate travel.
- Draft correspondences and reports.
- Prepare meeting materials.
- Prepare contracts, invoices, digital signing and follow up.
- Assist with stakeholder and network meetings, including virtual and in-person room presentation, food and beverage, and technology needs.
- Support UW volunteers as well as staff.
- Ability to deal with multiple tasks simultaneously.
- Ability to maintain confidential information.
- Support following up on routine correspondence regarding grant deliverables
- Data entry
- Prepare documents and assist in preparing presentations.

Relationship Building

- Creates consistent two-way communication channels with community partners, including 21st Century Community Learning Centers
- Responds to all inquiries in a courteous and professional manner
- Consult with United Way of Central Minnesota stakeholders as related to initiatives and networks
- Is a team player and willing to support team efforts
- Represents UWCM at community meetings and events with the highest standards of ethics and respect to diversity, equity and inclusion

Effective Communicator

- Works closely with the Community Impact staff and volunteer leaders to coordinate cross-sector work involving complex dynamics and evolving partnerships.
- Works closely with 21st Century Community Learning Center partners
- Consults staff to best understand needs of the work and supports procedures with best practices
- Maintains a focus on daily work and provides routine updates to support additional efficiencies and opportunities
- Plans for weekly and monthly meetings and duties and engages staff to best prepare department members and volunteers.

General

- Maintains workflow and organization, prioritizing tasks to best meet the overall needs of UW Community Impact
- Comply with all policies and procedures, participates in company meetings as required/deemed appropriate, and represents the organization in a professional manner
- Performs other duties as necessary

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

JOB RELATIONSHIP WITH

VP of Community Impact, 21st Century CLC Grant Admin, Directors of Financial Stability and Education, Staff of United Way of Central Minnesota, partners within grants and networks and the General Public

Compensation

Full time 40 hours/wk: \$15-18/hour DOE and comprehensive medical, dental and 401K match opportunities.

Minimum Qualifications

- Minimum of two (2) years of office management or administrative assistant experience;
- Strong communication skills, both verbal and written
- Computer skills, including proficiency in Microsoft Office Suite and GSuite, including Excel and PowerPoint
- Ability to work in an office with strong internal controls and processes;
- High level of proof-reading skills, written and verbal communication skills;
- Ability to learn new software and computer apps.
- Must pass background check