



## **Administrative Assistant**

**Status: Regular, Part-time**

**(20 - 25 hours per week; schedule to be determined)**

**Reports to: Executive Assistant**

This position provides administrative support for the organization and serves as the front desk receptionist.

### **Responsibilities:**

#### **A. General Administrative and Front Desk**

- Serves as the primary contact and receptionist for Inland Northwest Community Foundation (INWCF), to greet visitors and manage telephone inquiries.
- Produces variety of general correspondence and mail merge projects.
- Processes and distributes mail.
- Sends requests to update Foundation contact and mailing information.
- Maintains an orderly and accurate system of filing, including fund files, grantee files and all general files.
- Maintains a neat and orderly office area.
- Coordinates a variety of meeting arrangements and set up.
- Maintains an inventory of office supplies and replenishes supplies, as needed.
- Maintains office equipment and coordinates outside vendor support/maintenance, when needed.
- Arranges for pickup of all recyclable items.
- Updates phone messages and settings.
- Replenishes and updates reading materials in reception area.
- Prepares copies of all outgoing mail; appropriately distributes and files all copies.
- Affixes proper postage to all outgoing mail and delivers mail to on-site outgoing mail receptacle.
- Replenishes funds available on the metered postage machine and maintains inventory of postage stamps.
- Enters variety of information in database.
- Assists staff with meeting and conference registration, accommodations and travel arrangements.
- Maintains bulletin board and reading materials in break room.
- Ensures that all audio/visual equipment is in good working order and software updates are periodically accomplished. Responsible for setting up audio/video equipment and pre-testing for all meetings and events.
- Prepares variety of informational three ring binders, including Board candidate binders, Board Committee binders and North Idaho Partnership Council binders.

- Maintains accurate and up-to-date front desk operations manual.
- Retrieves articles and information from various Web sites.
- Conducts variety of research-related projects.
- Maintains accurate and up-to-date summary of pending and completed projects on administrative services calendar.
- Provides administrative support to various departments, as needed.

## **B. Gift Planning & Marketing Department**

- Assists with a variety of meetings and special events, including tracking RSVPs, creating nametags, meeting setup, registration, and other event-related tasks.
- Sends e-mail announcements, e-mail invitations and printed invitations for a variety of meetings and special events, tracking RSVPs in Outlook Common Calendar.
- Coordinates meeting arrangements and set up for Gift Planning & Marketing Committee meetings, Lunches with the Foundation, donor meetings, professional advisor meetings and a variety of other meetings, tracking RSVPs in Outlook Common Calendar.
- Extracts information from database and prepares variety of mailing lists and reports.
- Maintains accurate and up-to-date variety of tracking spreadsheets of professional advisors.
- Conducts comparison of donor profiles in database with gifts received to determine accuracy of database information. Updates database, as needed.
- Maintains alphabetized file system in Director's office of all donors and gifts received.
- Maintains accurate and up-to-date Committee meeting agendas and minutes in central three-ring binder.
- Maintains accurate and up-to-date inventory of specialty papers, brochures, annual reports/calendars and other gift planning and marketing materials. Places orders and makes appropriate copies to replenish inventory, as needed.
- Maintains accurate and up-to-date system of filing for donor, prospective donor, professional advisor, and marketing & communications centralized information.
- Maintains accurate and up-to-date three ring binders of press releases, e-alerts, e-newsletters and other marketing and communication materials.
- Prepares and maintains an adequate supply of information packets for professional advisors, nonprofit organizations and scholarship funds.
- Enters variety of information in database; extracts information and prepares reports and mailing lists.
- Maintains three-ring binder of donor-advised grant edit and post reports. Prepares monthly summary of donor-advised grants for inclusion in Director's monthly department report. Prepares donor-advised grant report for inclusion in Board packets.
- Database entry of grant acknowledgments and reports. Prepares gift acknowledgment transmittal memos to donors.
- Mails variety of marketing and communications materials, including annual reports/calendars, information packets and brochures

## **C. Grants Department**

- Copies, redacts and processes variety of grant and scholarship applications and reports.
- Maintains accurate and up-to-date system of filing for centralized grantee information.
- Maintains three-ring binder of designated grant edit and post reports. Prepares designated grant report for inclusion in Board packets.
- Coordinates meeting arrangements and set up for Grants Committee meetings, tracking RSVPs in Outlook Common Calendar.

- Coordinates meeting arrangements for site visits involving Grants Committee members, staff and applicants.
- Distributes grant applications to Grants Committee and North Idaho Partnership Council.
- Assists in preparation of correspondence and mail merge projects.
- Copies and mails variety of grant documentation, reports and correspondence.
- Maintains accurate and up-to-date Grants Committee, Pullman Advisory Board and North Idaho Partnership Council meeting agendas and minutes in central three-ring binder.

#### **D. Finance Department**

- Records all gifts (checks only) in check registry system.
- Redacts account information and makes appropriate number of copies of credit card gifts and gifts made with checks. Distributes and files copies.
- Coordinates meeting arrangements and set up for Finance/Investment Committee meetings, tracking RSVPs in Outlook Common Calendar.
- Maintains accurate and up-to-date Finance/Investment Committee meeting agendas and minutes in central three-ring binder.

#### **E. Miscellaneous**

- Performs other duties, as assigned by Executive Assistant.

#### **Skills and Abilities:**

- Passion for the Foundation's mission and values
- Proficiency in MS Office
- Professional attitude and demeanor
- Optimistic
- Self-confident
- Detail-oriented, with high degree of accuracy
- Ability to prioritize, organize and meet deadlines
- Dependable and timely
- Enjoys multi-tasking and new challenges
- Willingness to learn and evolve professionally
- Ability to build trust and foster teamwork
- Respect for management of confidential information
- Excellent customer service skills
- Experience with databases and mail merges

Candidates should apply (mail or e-mail) by submitting a cover letter and resumé, which addresses specifically the above listed qualifications and skills/abilities to:

**Kathy Johnson**  
**Executive Assistant**  
**Inland Northwest Community Foundation**  
**618 W. Riverside Ave., Suite 302**  
**Spokane, WA 99201-5102**  
**kjohnson@inwcf.org**

**No phone calls please.**

Inland Northwest Community Foundation is an Equal Opportunity Employer.