

PERRYSBURG ROTARY COMMUNITY FOUNDATION

Administrative Assistant Position Description

Title: Administrative Assistant

Organization: Perrysburg Rotary Community Foundation

Nature of employment: Part-time 1099 at-will employee; estimate 10 – 15 hours per month to start

Place: Remote working is required, most required meetings are in Perrysburg

Reports to: Executive Director

Education, Experience and Qualifications

1. Familiarity with MS Office Word, Excel and PowerPoint
2. Ability to edit and update these platforms a plus:
 - a. Social Media
 - b. HTML pages
 - c. Shopify databases
3. Educational Attainment: Associates degree required, Bachelor's Degree preferred,
4. 5 or more years administrative or clerical experience.
5. Able to read and follow written Policy and Procedure guidelines
6. Relevant not-for-profit or Foundation experience highly desirable.
7. Rotary experience a positive factor
8. Comfortable handling confidential information

Primary Responsibilities

The position's primary accountability is to assist and support the Executive Director with the management of the Foundation operations.

1. Provide Administrative support for Board leaders
2. Attend Monthly Board meetings and take summary level minutes.
3. Coordinate schedules and meetings with prospects
4. Coordinate schedules and meetings with key internal constituents
 - a. Foundation Development Committee
 - b. Foundation Officers
 - c. Club Officers
5. Maintain online document storage and retrieval with Dropbox
6. Maintain mailing lists and databases
7. Coordinate reports and meetings with outside CPA's, Investment Advisors, and donors

Primary Accountabilities

In carrying out his/her duties, the Administrative Assistant shall

1. Demonstrate an ability to work independently without direct supervision
2. Schedule and attend most (if not all) PRCF Board and Committee Meetings, including but not limited to:
 - a. Executive Committee – Approximately 2 – 3 times per year
 - b. Foundation Board – Monthly, 1:00 pm, 1 hour; Friday after the second Wednesday
 - c. Development Committee – Monthly; 4 pm; 1 – 1.5 hours
 - d. Staff meetings – Weekly; mornings as agreed; 45 minutes
2. Monitor and post updates to Social media
3. Copy and distribute materials to Board members and donors
4. Assist prospective and current donors with Grant request processing
5. Coordinate Foundation and donor PR opportunities
6. Coordinate Grant recipient Acknowledgements

Compensation & Benefits Offered:

Compensation as follows:

1. Hourly compensation at \$21 - \$24 depending on experience.
2. Debit Card for miscellaneous expenses.
3. No other benefits.

Opportunities for Advancement: Additional responsibilities and hours as needs develop. Promotion to Foundation Administrator is possible as knowledge and skills grow.