ADMINISTRATIVE ASSISTANT

ADDI’S FAITH FOUNDATION

POSITION TITLE: Administrative Assistant
REPORTS TO: Associate Director
DATE OF LAST REVISION: January 2020

SUMMARY
This position is responsible for the administrative responsibilities associated with Addi’s Faith Foundation. This includes providing support to the Executive and Associate Director in AFF’s daily operations and programs. Responsibilities also include assisting with AFF events throughout the year such as Addishack, Walk by Faith, and other such events and programs.

ESSENTIAL FUNCTIONS

- Participates in weekly staff meetings.
- Works closely with Executive and Associate Directors and receives direction from them as needs arise.
- Assists in various AFF events and programs including but not limited to: Addishack Golf, Walk by Faith 5K, Hospital Meal Service, third party events, etc.
- Purchases supplies for programs and events.
- Creates and distributes paperwork including but not limited to: thank you notes, donor receipts, newsletters, press releases, etc.
- Assists in tracking and upholding the annual AFF budget.
- Maintains and updates the donor database and provides regular reports.
- Assists with AFF communications via email, phone calls, social media, etc.
- Manages Sunshine Circle Program by updating member records and maintaining enrollment.

OTHER RESPONSIBILITIES

- Assists in the accomplishment of Addi’s Faith Foundation goals.
- Supports AFF Team.
- Performs other duties as may be assigned by Associate Director.
- Displays a positive image and represents Addi’s Faith Foundation in a favorable fashion.
- Protects confidential information such as donor information, family assistance financials, and all related private data.
EDUCATION / EXPERIENCE REQUIREMENTS

• High School Diploma or equivalent is required. An associate's degree is preferred.
• Three to five years of experience in related field are required.

KNOWLEDGE / SKILLS

• High attention to detail and accuracy. Strong organizational skills.
• Polite and professional customer service skills, including communicating tactfully and effectively, verbally and in writing.
• Familiar with virtual filing systems and record keeping procedures.
• Basic knowledge of general business principles, practices, and procedures.
• Computer savvy; proficient in Microsoft Office products, including Word, Excel, PowerPoint, and Outlook.
• Ability to prepare and organize clear, concise, thorough and grammatically correct written reports, letters and memoranda.

PHYSICAL REQUIREMENTS

Performs light work: exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force constantly to move objects.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbent will follow any other instructions, and perform any other related duties, as may be requires by the supervisor.

ACKNOWLEDGED: Employee __________________________________________ Date ________________

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EMPLOYEE: Printed name