

ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

Primary Function:	Provide timely and efficient administrative support to the Executive Director, Development and Community Impact Directors and/or Board of Directors, while serving the United Way mission and presenting a professional image to our volunteers, donors and community.
Compensation:	\$12-\$18 per hour
Education:	High School Degree/Some College
Classification:	P/T POSITION (20 HOURS OR LESS)
Reports to:	Executive Director

Duties and Responsibilities:

1. Provide support for United Way campaigns, programs, events and activities.
2. Provide support for data entry, processing donor pledge forms, and updating donor software platform as needed.
3. Assist in donor/community partner correspondence and prepare and monitor donor activities (i.e., thank you calls, newsletters, events, advocacy issues, etc.)
4. Assist in social media communications and promotions.
5. Maintain office equipment and supplies.
6. Maintain office records and retention schedule.
7. Provide support for the Early Childhood Partnership, Alaska Wellness Coalition, Thrive, COAD, Play 60, Stuff the Bus, Day of Caring, and the Senior Farmers Market Nutrition Program.
8. Assist in outreach activities such as Health Fairs, Resource Tables, Community Meetings, etc.
9. Maintain Mat-Su Resource Guide.

Minimum Expectations and Qualifications:

The Administrative Assistant must have:

- Excellent organizational skills and the ability to prioritize daily and weekly workloads.
- Strong written and verbal communication skills.
- Positive, personal attributes and excellent customer service skills.
- Strong computer skills with experience in Word, Excel, and Office. Marketing experience an asset.
- Familiarity with records and data management, filing and general office equipment.
- Familiarity with the Mat-Su community and a desire to work with and for the common good of the public.