

Job Opening: Executive Assistant

May 22, 2024

Job Title: Executive Assistant

Supervisor: Associate Director

Hours: 8:30-4:30 M-F, with paid lunch, limited evenings for meetings/events

Location: Foundation office, 216 Franklin St., Johnstown PA. This is not a work-remote position.

Rate: Full-time with generous benefits; \$30,000-\$35,000 annual salary depending on experience

Benefits

Core Responsibilities

- Greet and host guests in a friendly manner
- Open and distribute incoming mail
- Answer and direct incoming phone calls in a friendly and personable manner
- General clerical support for Executive and Associate directors.
- Gather needed authorized signers for weekly check processing
- Maintain kitchen, office plants, and general inventory
- Maintain office, file, and storage rooms
- Manage preparations for staff meetings, including the agenda and technology
- Primary contact with maintenance staff
- Distribute cards (sympathy, congratulations, etc.) for signature and mailing
- Read obituaries, as related to donor intentions
- Prepare bank deposit slips and take deposits to banks, as needed (secondary to accounting assistant)
- Update, send, and track annual conflict of interest disclosures
- Assist our board and board committees by scheduling meetings, preparing the agenda and minutes, maintaining records, and organizing communications
- Provide general administrative support for the Executive and Associate directors, including scheduling, as well as drafting, reviewing, and sending communications
- Organize and prepare for meetings, including relevant documents (printed and/or electronic), technology, catering, logistics, etc.
- Oversee general office purchasing (including for funds), managing office credit cards, and collecting receipts/invoices for purchases made
- Manage the general office email account, including prioritizing, distributing, and responding as needed
- Database management, including updating profiles, and creating mailing lists
- Make travel/registration arrangements for staff
- Manage outside group use of board room, library, and conference line
- Support Gifts Administrator with gift acknowledgement process
- Bulk mailings

Support and General

- Get to know our donors
- Manage or assist in special events as needed
- Other duties and staff support as needed

- Proactively ask questions and suggest process improvement
- Provide editing/proofreading support, as needed
- Suggest content to Communications Officer

Ideal Candidates

- Minimum of 2-3 years of experience as an administrative professional
- Excellent written and verbal communication skills
- Proficient in Microsoft Office especially mail merge
- Organized with attention to detail
- Strong time management skills and ability to multi-task
- Strong people skills, with ability to anticipate needs and ask questions
- Knowledge of Google Suite
- Bachelor's degree preferred

Other

- This is a full-time, exempt position. Full-time employees regularly work at least a 37.5-hour workweek in a business environment. Exempt employees are not entitled to overtime pay.
- All employees are on an introductory period during their first 90 days of employment. During this time, you will be able to determine if your new job is suitable for you and your supervisor will have an opportunity to evaluate your work performance. The completion of the introductory period does not guarantee employment for any period of time since you are an at-will employee both during and after your introductory period.

To Apply

Submit one email including cover letter, resume, and three letters of references to Emily Wood at ewood@cfalleghenies.org. Applicants will receive an email confirmation upon receipt of requested materials.

Applications are being accepted immediately. Potential interview dates for selected candidates will follow shortly.

Our Mission

We empower everyone in our community to understand how their philanthropy can leave a lasting legacy in our region.

Our Vision

We envision an inclusive and engaged culture of philanthropy that grows an abundance of resources that have a perpetual impact in a thriving region.

Our Equity Statement

The Community Foundation for the Alleghenies is committed to working toward a diverse, equitable, and inclusive society, where all individuals feel valued and respected. We are committed to taking a nondiscriminatory approach in our policies and actions, respecting diverse life experiences and heritages, and ensuring that all voices are valued and heard.