

Job Title: Office Assistant & Receptionist
Classification: Part-time, Non-Exempt (25hrs a week)
Reports to: VP of Development/HR Officer
Supervises: n/a



Summary

The Administrative Assistant will serve as an initial point of contact, answering phones and greeting visitors. Duties and responsibilities include providing administrative support to ensure efficient operation of the office. Supports managers and employees through a variety of tasks related to organization and communication. Responsible for confidential and time sensitive material.

Specific Duties and Responsibilities

Office Management

- Initial point of contact, answer incoming calls and re-direct appropriately,
- Greeting visitors.
- Track and order office & program supplies.
- Organize the incoming and outgoing mail, includes trips to the post office.
- Prepare materials for meeting and events.
- Keep office clean and organized

Development Donor Support

- Process donations and prepare acknowledgement letters and other correspondence.
- Implements and maintains corporations, foundations, and individual donor physical files.
- Prepare fundraising reports and other database reports, as needed.
- Updating and correcting database records.
- Track tax credit donations in the database and keep a file for each tax credit donor.
- Send appropriate documentation to process credits to donors.
- Provides assistance in annual fundraising events, direct mail appeals, and special events.
- Run office/development related errands as needed.

Accounting

- Assist accountant in various tasks; filing, database management, bank deposits, and reporting.
- Maintain volunteer database updated.
- Produces & sends necessary correspondence to volunteers. (letters & forms)

Other Responsibilities

- Helps implement materials for board meetings when needed.
- Assist operation tasks when needed.
- Perform other duties as assigned.

This position is hourly, non-exempt, with flexibility needed for special events, meetings or occasional presentations outside of normal work hours.

Qualified applicants please submit a cover letter and resume to katie@enfhope.org.

The Emilio Nares Foundation is an equal opportunity employer and complies with all Federal and State regulations.