



# ERIK HITE FOUNDATION

[www.erikhitefoundation.org](http://www.erikhitefoundation.org)

**JOB TITLE:** Administrative Assistant

**REPORTS TO:** CEO

**SALARY BASE:** Starting at \$18 an hour

**DATE:** 04/02/2024

**JOB PURPOSE:**

The Administrative Assistant is responsible for performing administrative support and financial duties of moderate complexity for the Erik Hite Foundation as directed. This position will be required to fulfill various administrative assignments and/or functions within the following categories: administrative support, bookkeeping, fundraising, and event support. Additionally, following well-established procedures, completing administrative and financial functions, duties, and assignments, will require individual and judgment in their execution.

The Administrative Assistant works with intermittent supervision and review. Any work problems that depart from standard policies, interpretations, or procedures are presented to the CEO as the direct supervisor.

**ESSENTIAL JOB FUNCTIONS:**

The Administrative Assistant will serve as a point of contact for Erik Hite Foundation, requiring a positive attitude as well as a polished and professional appearance in the performance of assigned duties and functions.

These may include:

- The creation and distribution of reports, summary information, and correspondence to foundation board members and/or other internal/external clients or representatives.
- Perform data entry and review for program spreadsheets or software programs ensuring effective operational use and reporting and maintaining operational data integrity utilizing Quickbooks and Google suite.
- Demonstrate an exceptional level of customer service and confidentiality, answer questions about the Erik Hite Foundation, and provide callers with directions and other information as requested.



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- As a team player, demonstrates self-initiative by being aware of the work environment in order to assist co-workers and others while maintaining and enhancing a respectful and positive attitude.
- Demonstrate and utilize knowledge, understanding, and technical skills to complete all administrative and financial duties, tasks, responsibilities, and assignments working with financial bookkeeping systems, organizational programs, and/or business software.
- Ability to compose, prepare, revise, and edit professional written reports and correspondence for distribution using Google suite.
- Ability to read, interpret, comprehend, and comply with written documents or instructions through various modes including written, oral, diagram, or schedule format.
- Ensure that accurate and up-to-date information is maintained on all submissions, grant-funded projects, and donors in relevant databases and filing systems.
- Participate in the preparation and execution of an organization-wide fundraising strategy.
- Work with the Foundation CEO and Board of Directors to ensure that funding proposals are aligned with best practices in monitoring and evaluation plans.

## **QUALIFICATION REQUIREMENTS:**

These represent the desired qualifications of the ideal candidate. They are not meant to limit consideration for candidates who do not meet all of the standards listed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION AND EXPERIENCE:**

Associates degree or higher in Business Administration or a minimum of 3 years practical experience in a similar position.

## **CERTIFICATES, LICENSES, REGISTRATIONS:**

None required.

## **OTHER DESIRED SKILLS and ABILITIES:**

- Ability to organize and balance multiple priorities in a dynamic environment with shifting priorities.



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- Ability to effectively identify problems and situations where limited standardization exists, problem solve using all available resources and consult with immediate supervisor as necessary for successful resolution.
- Ability to listen, communicate, and interact with a wide range of diverse individuals and personalities in a professional manner at all times.
- Strong working knowledge of GOOGLE office suite of programs including docs, spreadsheets, presentation software, database programs as well a general understanding and ability to work with other common office software.
- Strong working knowledge of operating common office equipment including calculators, laminators, binders, scanners, copiers, and printing equipment.

## **PHYSICAL DEMANDS:**

This position is administrative in nature and will present physical demands requisite to a position requiring: hearing, seeing, sitting, standing, talking, and walking. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. May be required to move or lift up to 50lbs on an intermittent or occasional basis.

## **WORK ENVIRONMENT:**

This position works in an office environment with moderate noise, including some work situations that could present repetitive muscular and vision strain..

This job description has been reviewed to ensure that essential functions and basic duties have been included. Additional functions, duties, tasks, or requirements may be assigned by supervisors as deemed appropriate to meet organizational operations.