



JOB POSTING

Date: July 6, 2010
Job Title: Community Impact – Administrative Assistant
Department: Community Impact
Reports to: Sr. Vice-President of Community Impact
Location: Washington, DC

Primary Function: To provide administrative and project management support to the Sr. VP of Community Impact, the Community Impact team and interact effectively with staff, volunteers, Board Members, agencies, businesses, and the general public on a variety of tasks and projects within UWNCA and the CI department.

Responsibilities:

- Provide direct administrative support to Sr. Vice President of Community Impact and Community Impact team
- Follow organizational and department established policies and procedures
- Maintain files and records for department.
- Document daily Community Impact inquiries for the CI Team
- Plan, schedule and coordinate on and off-site meetings
- Provide meeting preparation material and support
- Professionally address schedule conflicts and changes in a timely manner
- Maintain Sr. VP of CI and department calendar
- Receive and distribute materials and information as required for the department.
- Prepare mailings following post office and mailroom requirements.
- Use excellent customer service skills in responding to inquiries requests for documents and etc...
- Write and prepare minutes, reports, forms, charts, and other matter for printing and proof all work to ensure accuracy of spelling, punctuation, and grammar
- Serve as the initial “screen” for incoming calls to the CI Division.
- Order and monitor office supplies
- Provide telephone and reception services with courtesy and accurate information
- Work with Community Impact team to develop Excel spreadsheets and database for assigned CI projects.
- Develop process for notifying agencies of allocations decisions
- Maintain up-to-date mailing lists and databases
- Assist with CI projects and other duties as assigned

Requirements:

- High School Diploma/AA with equivalent administrative work experience. Bachelor's degree is preferred
- A minimum two (2) years of clerical/administrative experience
- Ability to work in a very fast- paced environment where critical decisions are made frequently
- Excellent verbal and written communication skills
- Must be able to prepare business correspondence, possess proper phone etiquette and telephone answering skills
- Proficient with Microsoft Office software including, Word, Excel, PowerPoint, and Outlook
- Proficient at performing mail merges and preparing PowerPoint presentations
- Excellent organizational, interpersonal, multi-tasking and detail oriented skills
- Must be able to utilize office equipment such as a copier, scanner, computer, and fax machine
- Ability to exercise good judgment, handle confidential issues, and work independently
- Ability to interact professionally with staff, volunteers, and the general public

Interested candidates should apply directly to Human Resources at careers@wnca.org. Please submit a cover letter, resume, and salary requirements by July 20, 2010.

**United Way of the National Capital Area
8391 Old Courthouse Rd., Suite 200, Vienna, VA 22182**

EOE M/F/D/V