TO APPLY:

Send resume and cover letter to Michelle Giorgi: mgiorgi@lauw.org

LAKE AREA UNITED WAY (LAUW) POSITION DESCRIPTION

**Position Title:** Office Assistant  
**Division:** Admin / Finance  
**Reports to:** Finance Liaison / Office Manager

**Purpose of Position:**  
The Office Assistant is a master multi-tasker with excellent communication skills and an upbeat attitude. Candidates should be able to assist management and the LAUW team by handling office tasks, providing polite and professional assistance via phone, mail and email, responding to requests, and generally being a helpful and positive presence in the workplace.

To be successful as the Office Assistant, candidates should be professional, polite, and attentive while also being accurate. They should always be prepared and responsive, willing to meet each challenge directly. The Office Assistant must be proficient with computers, general office tasks, and excel at both verbal and written communication. Most importantly, the Office Assistant should have a genuine desire to meet the needs of others.

**Duties and Responsibilities:**

1. Coordinates the EFSP program meetings, applications and related data entry to ensure deadlines are met with complete and accurate information; resolving discrepancies and obtaining further information for incomplete documents
2. Enters donor pledges into CRM and prepares pledge packages for delivery to Unifi in an accurate and timely manner; monitors system for Unifi processing
3. Coordinates donor “thank you” process
4. Performs updates to other databases as needed.
5. Other general clerical / office duties as requested.

**Job Relationships:**  
Frequent contact with LAUW staff, volunteers, agency executives and staff, and general public.

**Qualifications:**

- computer skills and knowledge of relevant software, particularly Microsoft Office programs like Word, Excel and Outlook
- knowledge of operation of standard office equipment
- knowledge of clerical and administrative procedures and systems such as filing and record keeping

**Key Competencies:**
- communication skills - written and verbal
- planning and organizing
- prioritizing
- problem assessment and problem solving
- information gathering and monitoring
- attention to detail and accuracy
- flexibility
- adaptability
- customer service orientation
- teamwork

**Physical Demands:**
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.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Typical office environment with minimal noise from office equipment i.e., printers. Frequently the employee must drive to appointments, events, and networking opportunities. The employee must provide his or her own transportation/insurance.
Position Type / Expected Hours of Work
This is a part-time position; 20 hours per week.

Travel
Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected for training.

Other Duties
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Hourly Wage: $12-$15 per hour

Signatures

__________________________________________  _________________
Manager                                      Date

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

__________________________________________  _________________
Employee                                      Date

Updated June 9, 2020