



Job Posting

TITLE: Administration Assistant
DEPARTMENT: Administration
WORK HOURS: 8:30am-1:30 pm
EFFECTIVE DATE: December 15, 2022

FLSA STATUS: Part-Time, Non-Exempt
REPORTS TO: Executive Assistant/Office Manager
SUPERVISES: n/a

About Us: Our Vision Statement

The Community Foundation *for* Muskegon County will be a leader in community philanthropy to
“Build a vibrant community with great opportunities for all.”

Job Summary: The Administration Assistant is often a donor or guest’s first point of contact for the Community Foundation and the Frauenthal Center, and the ideal candidate will possess a service oriented and friendly professionalism. The Administration Assistant also provides administrative support to all departments, and possesses strong attention to detail, organizational skills, proficient computer skills which include Microsoft Office, Zoom, and CSuite software. This person must have strong communication and interpersonal skills.

This is a regular 20 hours a week, Tuesday – Friday 8:30 am -1:30 pm. Wage is \$13-15 per hour based on experience.

Essential Functions:

1. Create a welcoming and helpful environment for guests, listening and directing them to the appropriate person/place and attending to their needs (coats, seating, coffee, etc.)
2. Answer, screen, and forward incoming phone calls
3. Provide basic, accurate information in-person and via phone/email
4. Ensure common areas are tidy and presentable, with all necessary stationery, materials, and coffee supplies
5. Process incoming and outgoing mail
6. Provide administrative support such as scheduling, meeting arrangements (including setup and cleanup), mailings, filing, copying, packet assembly, etc.
7. Order office and kitchen supplies; keep inventory
8. Operate standard office equipment such as copier/printer/scanners, fax machine, postage machine, multi-line phone system, etc.
9. Occasional travel to pick up supplies, lunches, take mail to P.O., etc.
10. Perform other duties as assigned

Knowledge, Skills, and Abilities

Our ideal candidate will possess:

- Excellent listening, verbal, and written communication skills; able to proofread and edit correspondence and other documents for punctuation, spelling, grammar, and data entry errors
- Strong computer skills: experience with Microsoft Office suite required, as well as ability to become proficient with Community Foundation database
- Driven to provide excellent service to diverse callers, visitors, and colleagues in a professional manner
- Organized, with strong attention to detail, good follow-through skills, and ability to prioritize
- Ability to work on own initiative and as a team player
- Love of community and a curiosity about the work

Preferred:

- Some college education with a focus on Administrative Assistance in Non-Profit
- Previous work history in Non-Profit organization
- Minimum of 1 year experience in Customer Service

Work Environment and Physical Requirements:

The work environment and 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 accommodation 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 talk or hear. The employee is frequently required, sometimes for extended periods, to stand or sit. This role routinely uses standard office equipment such as computers, phones, multi-function machines, and filing cabinets. The employee is occasionally required to climb stairs; use hands to type, finger, handle, or feel; reach with hands and arms; balance stoop, kneel, or crouch; and get in and out of vehicles. The employee must occasionally lift and/or move small or large objects up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

EEO Statement:

The Community Foundation for Muskegon County prohibits discrimination and harassment of any type on the basis of race, color, religion, age, sex, national origin, disability status, genetics, military status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

The Community Foundation for Muskegon County is committed to the full inclusion of all qualified individuals. As part of this commitment, the Community Foundation for Muskegon County will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in



the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact the CFO or their designee.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. This job description is not intended to be all-inclusive. Employee may perform other related duties as needed to meet the ongoing needs of the organization.

To apply, send cover letter and resume to Jennifer Striker at jennifer@muskegonfoundation.org.