



## Job Description

The position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities, qualifications, physical demands and work environment conditions. Position descriptions are reviewed and revised to meet the changing needs of the organization at the sole discretion of management.

**FUNCTIONAL JOB TITLE:** Administrative Program Associate

**DEPARTMENTS:** Resource Development/Community Impact

**REPORTS TO:** Chief Development Officer & Vice President Community Impact

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### FOR HUMAN RESOURCES ONLY

**FLSA EXEMPT:** Non-Exempt

**DATE:** January 2019

**AUTHORIZED BY:**

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#### Position Objective:

Provide administrative support for the Resource Development and Community Impact Departments.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions unless this causes undue hardship to the organization.*

#### Essential Functions:

- Assist in preparing correspondence for Resource Development/Community Impact staff members.
- Assist with special projects related to various program grants, Stuff-A-Bus School Supply drive, Nature's Bounty, Project Warmth, Dreams for Youth and Ready to Work, etc.
- Provide the administrative support for the Resource Development staff, including preparations for workplace campaigns, account and volunteer correspondence, data entry, special events support, campaign material preparation. Help create and coordinate all mailings to communicate to customer base.
- Prepare meeting material for distribution to constituents as needed by the Resource Development Department/Community Impact Department.
- Use information technology system efficiently to provide data and reports.
- Provide research function for Individual Gifts Program and maintain databases.
- Maintain files for Resource Development/Community Impact Departments.
- Maintain Intern & Volunteer databases and correspondence as needed.
- Provides support to answer reception calls.
- May be assigned other tasks and duties reasonably related to their job responsibilities.

**Educational Requirements:**

- High school diploma required.

**Skills and/or Experience Required:**

- One to three years experience in an office environment.
- Ability to operate a personal computer with proficiency in automated office support systems and applications, including Windows Office Suite.

**Communication Skills:**

- Ability to respond to inquiries or complaints, including those of a sensitive and confidential nature, from any of the following, if applicable, under a variety of circumstances, including adversarial situations, but not limited to: donors, volunteers, managers, employees, vendors or applicants.
- Effective business writing and communication skills, with the ability to effectively present information to clients, top management and staff in verbal and written formats.

**Mathematical Skills:**

- Ability to perform basic mathematical skills, such as addition, subtraction, division and multiplication.

**Reasoning Skills:**

- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to solve practical and intellectual problems utilizing principles of logical thinking.
- Ability to work within general guidelines and minimal supervision.
- Ability to organize, prioritize and execute responsibilities in the face of conflicting priorities or unexpected situations.
- Ability to recognize the need for confidentiality of information and to maintain such confidences.

**Physical Demands:**

- Regularly required to speak clearly and hear the spoken word well.
- Regularly required to physically operate routine office equipment such as telephones, computers, etc.
- Regularly required to utilize near vision ability to read data and documents, including spreadsheets and reports, in printed form and on computer screens.

**Work Environment:**

- Noise level is consistent with levels usually present in an office environment.
- Hazards present are consistent with those common to an office environment.

**To apply:**

Send a resume and cover letter to Theresa A. Regnante, President & CEO, at [tregnante@unitedwayli.org](mailto:tregnante@unitedwayli.org)