POSITION DESCRIPTION

Job Title: Part-Time Administrative Assistant- Douglas County

UWGT Mission: Until the fight is won…creating and cultivating an unbreakable network of support for a strong, healthy, and equitable community.

Reports To: Vice President of Douglas County Initiatives
Job Level/Status: Non-exempt
Pay Rate: $17/hour
Division: Douglas County
Primary Office: Douglas County (Lawrence)

The Douglas County Administrative Assistant provides administrative support to the VP of Douglas County Initiatives and other staff as necessary. This person will have a collaborative working relationship with Douglas County staff, AmeriCorps members and volunteers.

Job Responsibilities and Duties—

• Support the VP of Douglas County Initiatives in all secretarial and administrative matters, as needed and as assigned.
• Attend and take minutes for all Douglas County Advisory Council meetings.
• Provide meeting preparation (Notices, minutes, reminders and materials).
• Sort and distribute office mail.
• Check in and secure workplace campaign envelopes.
• Participate in the training and support of new AmeriCorps members.
• Coordinate and distribute swim passes for Mengel Swim Pass Program.
• Oversee the administration of EFSP (Emergency Food & Shelter Program).
• Assist with preparation of United Way events.
• Assist with United Way volunteer programs.

Important Information:

• The administrative assistant communicates with people from all walks of life, including board members, volunteers, other staff, and community members who need services.
• Must have the ability to manage and prioritize multiple tasks simultaneously, meeting deadlines and attending to details
• Expected to have a commitment to excellence and to the mission of UWKV
• Must accept and abide by UWKV Code of Ethics and confidentiality requirements, along with the Association for Fundraising Professionals Code of Ethical Standards
• Accept and abide by UWKV Diversity, Equity and Inclusion Guidelines

Diversity, Equity & Inclusion at UWKV

To truly Live United, we must commit to placing diversity, equity, and inclusion at the forefront of our work, internally and externally.

A successful fight for the education, financial stability, and health of every person requires that we listen to, learn from, and amplify the voices of those who are most in need and those who have been traditionally underrepresented.

We recognize that everyone in our United Way community brings value to our mission. We understand every employee, donor, volunteer, partner and stakeholder brings different experiences, perspectives, and expectations.

We respect and encourage insight and participation from all.

We actively promote a variety of voices among our staff, volunteer committees and Board of Directors, and the non-profit community.
Job Requirements:

Education: High School diploma/GED or equivalent experience

Skills & Experience:
- Technical and analytical skills
- Strong communication skills
- Advanced computer abilities
- Strong planning and organizational skills
- Experience in taking and writing minutes
- Time management
- Microsoft Office

Physical Demand:
- 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 accommodation may be made to enable individuals with disabilities to perform essential functions.
- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is frequently required to stand; walk; and occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 10 pounds.

Work Schedule:
- 20 hours per week
- Flexible hours between Monday-Friday; 8am -5pm
- Quarterly and Special Events may require working outside these hours.
- This position is not eligible for remote work.

Prepared July 25, 2023