

POSITION DESCRIPTION

Job Title	Administrative Assistant
UWKV Mission	Creating and cultivating an unbreakable network of support.
Reports To	Chief Executive Officer (CEO)
Job Level/Status	Part-time (30 hours per week), Non-Exempt
Division	Management
Starting Salary Range	\$17-19.00 per hour
Primary Office	Shawnee County (Topeka)

Position Summary

The Administrative Assistant provides high-level administrative and organizational support to the Chief Executive Officer and Vice President of Community Impact. This position plays a vital role in ensuring the efficient operation of executive leadership by managing schedules, coordinating meetings, preparing correspondence and reports, and supporting a variety of organizational initiatives.

As a trusted member of the United Way team, the Administrative Assistant serves as a professional ambassador for the organization, interacting with donors, volunteers, community partners, board members, and staff with discretion, courtesy, and exceptional customer service. The position requires strong organizational skills, attention to detail, sound judgment, and the ability to manage multiple priorities in a fast-paced, mission-driven environment.

In addition to executive support, this role assists with board and committee administration, community impact activities, special events, and office operations. The ideal candidate is proactive, adaptable, and committed to advancing United Way's mission by helping executive leadership operate effectively and efficiently.

Job Responsibilities and Duties

Executive Support

- Provide administrative support to the Chief Executive Officer and Vice President of Community Impact.
- Coordinate and maintain executive calendars, including scheduling meetings, appointments, and community engagements.
- Assist with meeting logistics, including preparing agendas, compiling meeting materials, and coordinating meeting locations or virtual platforms.
- Prepare, proofread, and distribute correspondence, reports, presentations, and other documents.
- Maintain confidentiality while handling sensitive organizational and personnel information.

Board and Committee Support

- Coordinate scheduling for Board of Directors, committee meetings, and other leadership meetings.
- Prepare and distribute meeting agendas, packets, and supporting materials.

- Attend board and committee meetings and accurately record, prepare, and distribute meeting minutes.
- Maintain official board records, committee rosters, and organizational documents.

Office Administration

- Serve as the first point of contact by answering and directing the organization's main telephone line and greeting visitors in a professional and welcoming manner.
- Receive, sort, and distribute incoming mail and deliveries.
- Monitor and maintain office supply inventory; order supplies and equipment as needed.
- Assist with maintaining an organized, clean, and professional office environment.
- Coordinate office equipment maintenance and service requests.
- Support general office operations, including filing, scanning, copying, and document management.

Administrative and Organizational Support

- Maintain electronic and paper filing systems to ensure accurate recordkeeping.
- Assist with data entry, database maintenance, and record updates as assigned.
- Support internal communications and assist with organization-wide administrative projects.
- Support special events and fundraising activities through registration, preparation of materials, and onsite administrative assistance.
- Build and maintain positive working relationships with donors, volunteers, community partners, board members, and staff.
- Perform other duties as assigned to support the mission and operations of United Way of Kaw Valley.

Important Information

- Must accept and abide by UWKV Code of Ethics and confidentiality requirements
- Must accept and abide by UWKV Diversity, Equity and Inclusion Guidelines

QUALIFICATIONS

Education: High School Education

Skills and experience

- Three or more years of administrative support experience.
- Exceptional organizational and time management skills.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office (Outlook, Word, Excel) and Adobe.
- Ability to prioritize multiple projects with attention to detail and accuracy.
- Professional demeanor with excellent customer service and interpersonal skills.
- Ability to maintain confidentiality and exercise sound judgment
- Experience with board administration, nonprofit organizations, CRM/database software (Andar) is preferred.

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 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 15 pounds.

Work Schedule

- Regular work hours are generally between M-F; 9am - 5pm, specific hours can be adjusted as long as 30 hours per week is met.

Prepared July 6, 2026