

UNITED WAY OF GREATER LAFAYETTE

ADMINISTRATIVE AND VOLUNTEER ASSOCIATE

Reports to: Senior Director of Finance and Operations
FT/PT: Full-time **Fair Labor Standards Act (FLSA):** E
Send resume and cover letter to: jmillion@uwlafayette.org

Position Overview: Provides a full range of administrative, project and meeting support duties. Incumbent will independently administer several duties to support the agency ensuring excellent customer service. Position serves United Way of Greater Lafayette with specific areas of focus on Accounting, Data Maintenance, and Program support.

Essential job functions:

- Intake and processing of all cash per internal control guidelines
- Process all annual campaign envelopes and contributions
- Data entry (donor information) and database maintenance (Andar, Salesforce, and including regular monitoring of our volunteer portal)
- Take minutes for committee meetings (i.e. Executive, Board, CIC, etc.)
- Provide support for Director and Assistant Director of Finance as needed
- Support the Volunteer Center department with managing volunteer portal, working with agency volunteer needs, any other duties as assigned
- Ordering and maintaining office and meeting supplies
- Meeting room preparation and clean up

Non-essential job functions:

- Support Community Impact and Resource Development as needed.
- Assist in scheduling VITA tax appointments
- Assist with building maintenance needs
- Fill in reception and direction of all visitors to the agency as needed

Position Requirements:

- Demonstrated ability to multi-task and ability to solve problems
- Prefer 2-5 years administrative work experience
- Demonstrated computer skills using MS Office products; excellent database skills
- Associates Degree or equivalent business experience
- Excellent communication skills – written and oral
- Self-motivated; works independently
- Valid driver's license, insured motor vehicle

Other Skills/Abilities:

- Hard working, Ethical, Team Player, Goal Driven
- Detail Oriented, Organized, Motivated
- Willingness to be in a supportive role
- Provide excellent service and present the organization in a positive manner

Work Environment/Physical Demands: The physical and mental demands of this position are representative of those that must be met by an employee to successfully perform the essential job functions. While performing the duties of this job, employee is regularly required to use hands to finger, handle, feel objects, tools, or controls, and talk and hear. The employee frequently is required to sit and reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, crouch or crawl. The incumbent must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. This position includes extended viewing of a computer monitor to perform essential job functions. Work schedule may occasionally involve weekends and/or evenings as needed for special events, programs, etc. There are seasonal times where heavy workloads and deadlines may be pressing.

Note: Criminal background check required. This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

