



PHFoundation

Job Description

Administrative Assistant

POSITION SUMMARY

The Administrative Assistant will provide office management and clerical support to the Ex. Director and other management staff members. As the (generally) first point of contact with PHF, strong customer service, phone, and interpersonal skills will be necessary. This is a key position in maintaining the integrity of the organization's documentation, external communication with vendors, donors and PHF community partners.

GENERAL RESPONSIBILITIES

- Provide clerical support to the Executive Director and other management
- Process and distribute all incoming mail and facsimile correspondence
- Answer telephones, direct calls and provide customer service
- Process confidential personnel related papers when needed
- Establish and maintain appropriate filing systems for personnel, business and consumer purposes
- Inventory and order all office supplies
- Maintain front office area ensuring a neat and presentable work environment
- Organize and prepare Board of Director correspondence relative to monthly, committee, and special meetings, and in accordance with generally accepted practices for maintaining the official records of the organization
- Provide clerical support and coordination of events relative to PHF events, activities, volunteer coordination, and other special events as identified/defined
- Attend trainings for professional growth and development
- All other duties as assigned

QUALIFICATIONS

Minimum qualifications:

- High School Diploma or equivalent with at least 2 years relative work experience.
- Demonstrated clerical and organizational skills.
- Ability to use various computer software applications including MS Word, Excel, Outlook, Quickbooks
- Demonstrated experience working with general office equipment including but not limited to facsimile machines, copiers, switchboard phone systems.

Desired qualifications:

- Associates degree in General Business, Office Applications, Clerical Services, or relative field and general bookkeeping experience.

DESIRED SKILLS AND OTHER ATTRIBUTES

- Must be able to work independently with little supervision and be able to efficiently handle multiple assignments/tasks while meeting deadlines

TYPICAL WORK SCHEDULE

Monday through Friday, 8:00 a.m. – 4:30 p.m. and as needed

POSITION CLASSIFICATION, WAGE SCALE, AND OTHER BENEFITS

Full Time, Non-Exempt Hourly

Portage Health Foundation is committed to offering a competitive compensation and benefit package including health, dental, vision, and prescription coverage along with a supplemental life and disability coverage; 401k contribution, paid time off, and a competitive salary that's expected to be between \$33,500 and \$38,500 per year, depending on combined experience and education.

AT WILL DISCLAIMER

It is the policy of PHF that all employees who do not have a written contract with PHF for a specific term of employment are employed at the will of PHF for an indefinite period and are subject to termination at any time, for any reason, with or without cause or notice. At the same time, such employees may terminate their employment at any time and for any reason.

ORGANIZATION MISSION, VISION, AND GUIDING PRINCIPLES

MISSION

- To positively influence a healthier community through enhanced philanthropy and collaboration

VISION

- To influence a shared vision (of a healthy community)
- To foster collaborations and partnerships
- To build community capacity to shape outcomes

OUR VALUES

- Integrity – We will be open, honest, and transparent in our administration and stewardship of the community assets entrusted to us.
- Commitment to the Community – We shall administer the Foundation in a way that is objective, responsible and focused on long-term sustainability and impact.
- Collaboration – We will work to bring perspective and experience together to fulfill our potential as we work as a broader group that represents the interests of the community we serve. This shall be done to ensure that we strive to identify, foster, and maintain partnership-relations as we work to improve the health of our community.
- Creative Solutions – We will work towards that which we aspire to be and will find creative, innovative, and sustainable solutions to the systemic challenges that face our community's overall condition of health.

SUCCESS FACTORS

- People – We will employ, engage, develop, and retain high-caliber employees and Board Directors.
- Processes – We will work to ensure our administrative processes provide effective administration of the Foundation.
- Financial Performance – We recognize that we must achieve financial goals and investment returns in order to effectively and perpetually reinvest in our community.
- Communication – We will be transparent and honest in our promotion of the Foundation and efforts to engage our donor community and cultivate overall public support.

EQUAL OPPORTUNITY EMPLOYER DISCLOSURE

The qualifications and specifications mentioned above are intended to indicate the kinds of tasks and

levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of level or difficulty. The position will be filled based on qualifications regardless of Race, Color, Disability, Religion, Sex, Sexual Orientation, National Origin, Height, Weight, Age, Veteran, or Marital Status.